

SANBORN REGIONAL SCHOOL BOARD MEETING

MINUTES

12-15-21

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A meeting of the Sanborn Regional School Board was held on Wednesday, December 15, 2021, in the Library at Sanborn Regional High School.

SRSB SCHOOL BOARD MEMBERS: Dawn Dutton, Chair
Jim Baker, Vice Chair
Moiria Bashaw
Peter Broderick
Jamie Fitzpatrick
Heather Ingham
Tammy Mahoney

STUDENT COUNCIL REPRESENTATIVE: Jocelyne Lampron

ADMINISTRATORS: Thomas Ambrose, Superintendent
Matthew Angell, Business Administrator

1. CALL TO ORDER- School Board Chair Dawn Dutton called the meeting to order 6:00 PM with the Pledge of Allegiance.

(Chair Dutton asked to move to agenda item #7.2 -COVID Discussion up so that Principal Stack could attend a family event).

- 7.2 COVID Discussion- Superintendent Ambrose asked Principal Stack to share an updated version of COVID Data at the High School.

To view the data, [please click here](#).

Mr. Ambrose said the administration's recommendation to the Board is to continue with the current COVID Plan. Masking (currently mandated through

12-22-21) has dramatically decreased the number of cases, but he wants to check in with Board members regarding the SRSD COVID Plan. No vote is necessary, but just want to hear thoughts.

Mr. Baker asked about transmission in schools and measures being taken to prevent it. He supports the plan.

Mr. Fitzpatrick-agrees with managing via the plan as it is.

Ms. Ingham-we should stay with the plan but recommends masking for two weeks post-holiday vacation.

Ms. Mahoney- we need clarification on the metrics of the plan regarding what determines how we make masking decisions.

Ms. Bashaw-the decision to mask (or not) should be up to the parents.

Mr. Broderick-we are doing the best we can with the information we have in our plan.

Ms. Ingham made a Motion to continue masking for two weeks post-holiday vacation, seconded by Ms. Mahoney.

Discussion ensued.

Vote: 1 in Favor (Ingham), 6 Opposed – Motion does not pass.

2. ACTION ON MINUTES- Review of Minutes of [12-1-21](#).

Ms. Dutton asked for a Motion to approve the Minutes of 12-1-21, moved by Mr. Baker and seconded by Ms. Mahoney.

No discussion

Vote: All in Favor

3. COMMUNICATIONS

3.1 Distribution of Manifest Documents- Chair Dutton said Manifests have Distributed for signature.

3.2 Nominations

The Superintendent recommends the following personnel for nomination for the 2021 - 2022 school year.

<u>School</u>	<u>Position</u>	<u>Actual Salary 2021-2022</u>	<u>Budgeted Salary 2021-2022</u>
<u>District</u>			
Samantha Horrigan	Systems of Care Project Mgr.	\$80,000	\$80,000

Bakie School

Joanne Durfee Reading Interventionist \$31,194
2 Paraeducator positions to create this open teacher position

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

No discussion

Vote: All in Favor

3.3 Resignations-None

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

◆ If all goes well at the Historic Committee meeting tonight with Mr. Chinburg, we will be closing on the Seminary tomorrow at 3PM. So, we are very excited about that, and I want to thank Mr. Angell who has worked on the closing documents over the last 7 days.

◆ The coverage for teachers by substitutes has been stabilized due to the raise in pay for those substitutes.

◆ The schools seem to be getting into a routine and a return to normalcy compared to September. There is a comfort and stability there. Thank you to our staff for their hard work and efforts. They have done an amazing job!

4.

COMMITTEE REPORTS

- 4.1 Policy- Chair Dutton said the last meeting was cancelled due to a family conflict. The next meeting is scheduled for 1-5-22 at 5PM.
- 4.2 EISA-Ms. Mahoney said the group met prior to the meeting and she will summarize at the next meeting on 1-5-22.
- 4.3 Finance- Mr. Fitzpatrick said the group met this afternoon and there are 2 budget adjustments to report.

- Special Education-we are moving \$38,104 from In-State Tuition account to Non-public account for Out-of- Placement.
- Move \$33,448 to Chase Field Maintenance from Premium Health Insurance.

Discussion topic: We only received one quote for this job and normally we require more than one but haven't been able to get people to do that. Time is of the essence, if we don't move on it, we won't have the field available for spring baseball. So, the Finance Committee is asking the Board tonight if we can waive the policy and allow us to move forward with the one quote to meet the deadline and have the Chase Field ready on time.

Mr. Baker added that there was one other incomplete quote given that did not include the dirt needed for the infield which is a substantial part of the job.

Mr. Fitzpatrick made a Motion to approve the budget transfer and waive the policy to allow us to proceed with only one quote to repair Chase Field. Motion seconded by Mr. Baker.

Mr. Fitzpatrick said we are waiving the policy because we don't have time to get more quotes in that we need in time to preserve the use of the field. We have been trying since April.

Vote: All in Favor

- 4.4 Facilities- Mr. Baker said the group met today and reported as follows.

The Facilities Committee met on Wednesday Dec 1. The meeting was called to order at 3:30PM. Attending were Jamie Fitzpatrick, Pete Broderick, Jim Baker, Superintendent Tom Ambrose, Business

Administrator Matt Angle, and Safety and Facilities Manager Dan Doyle. The Committee reviewed and approved the minutes of the October 6th meeting.

Matt Angel gave his Business Administrator's report: One of the burners on one of the two new boilers at Bakie is down. The contractor has expedited an order for the new burner part which is under warrantee. Today, Mr. Doyle confirmed the burner has been repaired. Mr. Angel reported one of the septic pumps at Bakie has failed and bids are being solicited for work to replace the two pumps. There is also work needed on the electrical panel which sustained water damage. The application of wood chips under equipment on the playgrounds at Bakie and Memorial has been completed. A meeting with a contractor regarding repairs to Chase Field was scheduled for Dec 2. Mr. Angle advised that a portion of the roof at Old Middle School over the cafeteria kitchen needs redoing. Bids for that work are in process. Also, Mr. Angle anticipates the Ford F350 Truck the school board approved purchasing will be delivered in January. The truck it is replacing will be sold in auction.

The Committee reviewed the Trust Fund balances. As of Oct 31, 2021, the balances are as follows:

Special Education Fund	\$241,207.37
Capital Improvement Fund.....	\$273,067.25
Unanticipated Educational Exp F...	\$200,220.13
Facilities Use Fund	<u>\$166,343.62</u>
TOTAL	\$880,838.37

Adding the Use of Funds Balance ..\$545,000.00

The total reserve funds come to \$1,425,838.37.

Mr. Ambrose stated that when he was hired these funds were very low. With these funds to fall back on, if something unexpected happens, it makes it safer to be conservative and make tighter budgets.

The Committee discussed bids by two contractors on installing elevator controls on the elevator at the High School. The committee has been advised the controls are needed to prevent students from using the elevator to Vape. Vaping on school grounds is against school policy.

The Committee discussed elements of the CIP. Three big areas of immediate concern are the High School auditorium, wireless

upgrades, and resurfacing the running track. Mr. Ambrose stated that the cost of resurfacing the track would be about \$75,000.00 now but if the track is let go the cost could be \$250,000 or higher. He also stated that when he started, there was a legacy of neglected facilities. As he looks ahead, he wants the facilities to be well maintained. Mr. Broderick expressed concerns that facilities be maintained in good condition and related his frustration and past experience with neglect of the Science Building at the Seminary Campus.

Mr. Baker stated concern that the CIP be a viable and fundable document that could be relied on to keep the school facilities in good condition.

Mr. Fitzpatrick stated he too is concerned that facilities be well maintained, and that the CIP is carefully developed while keeping academic considerations very much in mind.

Thereafter the meeting was adjourned, and Mr. Fitzpatrick and Mr. Baker joined Mr. Angle and Mr. Doyle on an inspection tour of areas of the High School facilities they advised need addressing.

We viewed the auditorium control room and Mr. Angle showed us various equipment and the floppy disc that is used in operations. We did a tour of the boiler room and saw some exterior insulating panels that were separating due to warping. We also viewed the chimney that rainwater had been leaking into because the chimney did not have a cap. Mr. Doyle explained a custom cap needs to be made. We viewed the bottom of the chimney that had to be cleaned of buildup and drained and a filtered drain that was installed to handle acidic water discharges.

We viewed areas of the Masonite gray coated exterior siding at the High School. Leaks have developed between the Masonite panels and the Masonite is showing signs of water damage. Replacement will be included in the CIP.

We viewed damaged concrete at the loading dock and access stairwell. Mr. Angle explained that he would like the Committee to evaluate proposals from civil engineers as we did for an Architect and choose a preferred firm. When needed for complex issues, the civil engineer would evaluate damage and offer options for repair and could also be consulted on-going as needs arise. The Committee inspected the science room Greenhouse windows and Mr. Doyle explained that water collects on the windows in the roof and seeps down the walls of the greenhouse. The caulking that

was done did not stop the leaking. We discussed various solutions. Mr. Doyle will look into them including the costs ranging from replacing the windows in the roof to replacing the entire greenhouse.

The Committee walked the roof of the High School. We viewed flashing that may be leaking causing interior stains on the ceiling at a corner of the silo located above the main and second floor stairwell. Part of the flashing had been caulked but a large seam needed additional caulking. Mr. Doyle will have that done and let us know the result.

The next Facilities Committee meeting is scheduled for Weds Jan 5th @ 3:30 PM. Please consult the school district website SAU17.net for access and location details.

- 4.5 Public Relations- Ms. Mahoney said Public Relations met on 12-1-21 In attendance: myself, Ms. Bashaw, and Mr. Ambrose. Ms. Ingham was excused from the meeting.

The committee resumed our discussions that we were having from the previous meeting about the process for reviewing and revising the Strategic Plan, particularly with regard to community input. A survey has been published and people are encouraged to take that survey and a meeting will be scheduled with the public. Dr. Haynes will be invited to attend the next month's meeting to discuss a target date for that.

The committee also discussed ways to engage the community in the budget process which is underway currently and culminates at the polls in March. During that time there will be several meetings where the board will deliberate. There will be a public hearing and a deliberative session. One idea is to increase distribution of meeting videos of our board meeting videos, including possibly texting them out. Mr. Ambrose also suggested creating some additional videos summarizing important information about the budget. He would like to do this after EISA meetings as well. It was also suggested that the district consider just distributing board meeting minutes as the towns currently do by email. Our next meeting is on January 5th at 4:30

- 4.6 Personnel-Ms. Dutton said Personnel met today so Minutes will be forthcoming. Minutes of 10-20-21 are as follows:

In attendance: School Board members Dawn Dutton, Jim Baker and Peter Broderick, Business Administrator Matthew Angell, HR Director Diana Rooney.

Chair Dutton called the meeting to order at 3:02 PM asking Diana Rooney to report on the job descriptions.

Ms. Rooney reviewed the following descriptions (many of them new) and the subsequent changes inherent in them.

1. [Special Education School Counselor](#)- The group reviewed this new job description for a position at the high school for students in high need of assistance. Discussion ensued on the history of filling the position.

Chair Dutton recommended bringing it to the Board for review.

Mr. Broderick made a Motion to bring the *Special Education School Counselor* job description as written to the Board for review, seconded by Mr. Baker.

Vote: All in Favor

2. [High School Special Education Building Coordinator](#)- The group reviewed and approved of the description.

Mr. Broderick made a Motion to move the *High School Special Education Building Coordinator* description forward to the School Board for review, seconded by Mr. Baker.

Vote: All in Favor

3. [Middle School Special Education Building Coordinator](#)- The group approved the description.

Mr. Baker made a Motion to move the *Middle School Special Education Building Coordinator* description forward to the School Board for review, seconded by Mr. Broderick.

Vote: All in Favor

4. [Out of District Coordinator](#)- Ms. Rooney said this is a part-time, previously existing position that Ms. Gutterman oversees and the HR Director processes the travel and other paperwork.

Discussion ensued on the hours worked (it is based on workload or number of hours) for placing students out of district and when they get involved in the aspects of the case/determination.

Mr. Baker made a Motion to move the *Out of District Coordinator* description forward to the School Board for review, seconded by Mr. Broderick.

Vote: All in Favor

5. [Special Education Social Worker](#)- The group reviewed this new district position covered by a grant for which upon expiration the district has the choice to keep the person if they choose. Discussion ensued on contractual language for that clause.

Mr. Broderick made a Motion to move the *Special Education Social Worker* description forward to the School Board for review, seconded by Mr. Baker.

Vote: All in Favor

6. [Student Services Administrative Assistant](#)- The group reviewed the description.

Mr. Baker made a Motion to move the *Student Services Administrative Assistant* description forward to the School Board for review, seconded by Mr. Broderick.

Vote: All in Favor

The next meeting is 1-19-21

4.7 [SST](#)- No report

4.8 [Budget](#)- Ms. Bashaw -said the Budget Committee has met twice since the last meeting. On 12-2, to discuss and vote for the new budget and as the School Representative I explained why the School Board chose to decrease it by \$50K. The Budget Committee adopted it unanimously. There were a few questions (using unexpended funds and the role of the rep to the Bud Com) but they were very appreciative of the Administration's hard work. At the 12-9-21 meeting, they discussed the public hearing presentation and Deliberative presentation (the latter as it pertains to presenting school board goals). They are still looking for a recording secretary.

Discussion ensued on how Budget Committee presents the budget as it pertains to School Board Goals. School Board will leave it up to them to decide what they want to include.

4.9 [Wellness](#)- No report

5. STUDENT COUNCIL REPRESENTATIVE REPORT

Ms. Lampron reported the following:

All of the All-State nominations are in: Each coach nominates certain people they think are great players as a whole and they vote on who they think is the best. We had:

- Boys Soccer: James O'Connell (2nd)
- Girls Soccer: Sydney O'Toole (Honorable Mention)
- FH: Abby Lucas (1st), Kate Lussier (2nd)
- XC: Jared and Tyson Khalil D2 Team, Jared All NH Team
- Football: Kevin Kolodziej (1st), Nate Ashby (1st), Jake Comley (1st), Spencer Foley (2nd), Tristin Donigan (HM)

The *12 Days of Caring* is being hosted by Student Council and National Honor Society (NHS) and they are collecting *Toys for Tots* which is going very well. There is a box in the vestibule and 2 boxes inside the main doors of the school for people who want to donate. (Items like toys, hygiene products, jackets and other clothing is appreciated!)

The Band and Chorus concerts for Middle School went well and the Elementary concert (4-6) is this Thursday.

Sports are starting and tomorrow is a girls' senior Basketball game with JV at 5:30 and Varsity at 6:30 PM. The Boys' Basketball team is 2-0 right now and our A Team Middle School is undefeated. Today is the first Track meet and Saturday is the first Hockey game. Both of which Phillips Exeter is hosting.

We hit 103 meals for our Soup Kitchen and the *Carriage Towne News* wrote an article about our donations. To read the article, [please click here](#).

6. 1st PUBLIC COMMENT

Kevin Holt (Kingston)- I appreciate everybody's hard work with developing the re-entry plan and your careful consideration with the current situation in our schools but over and over again you guys' state that your number one goal is to keep kids in school. Every case of COVID (that would be 10% of our population) is 5-7 days out for a student and if they have siblings at home who have to quarantine, it is another 5-7 days. If those siblings catch COVID, it is more time after that. Ten percent of our students have lost valuable education and no matter how much we try; they cannot get that back. So having COVID cases in our schools, yes, it is going to happen and there is nothing we can do to put up a wall and prevent it, but anything we can do to minimize it, we should. Thank you.

7.

NEW BUSINESS

7.1 Default Budget for Signature- Mr. Angell said every year we have to sign a required form that defines what the Default Budget is going to be, and we post it throughout the communities so that the taxpayers are given notice. The School Board signs certifying they have examined the information and to the best of their belief, it is true, correct, and complete. As it stands, it is \$37,232, 635 which we need a Motion to approve.

Ms. Mahoney made a Motion to approve the Default Budget for \$37,232,635. Motion seconded by Ms. Ingham.

No discussion

Vote: All in Favor

7.2 COVID Discussion- Discussed earlier on the agenda.

7.3 Authorization for School Board Chair to Sign Seminary Sale Documents- Superintendent Ambrose said we are looking for the Board to authorize Chair Dutton to sign the documents at the closing for the Seminary tomorrow and Mr. Angell has a Resolution document so that we don't have to wait for the Minutes to be prepared by Ms. Kennedy and approved by the Board at the next meeting. Mr. Angell read the Resolution [here](#) and asked for a Motion and a vote.

Mr. Fitzpatrick made a Motion for Chair Dutton to sign the Resolution document, seconded by Ms. Bashaw.

Mr. Baker asked if the Seminary documents are congruent with what is in the Purchase and Sale Agreement.

Mr. Ambrose responded, yes, they are.

No further discussion.

Vote: All in Favor

8.

OLD BUSINESS

8.1 Policies-2nd Read- Superintendent Ambrose said I will review these, and we can Motion and adopt all at once.

8.1.1 Policy [BBBE](#)

8.1.2 Policy [IB](#)

8.1.3 Policy [JICC](#)

8.1.7 Policy [JICC-R](#)

Discussion ensued.

Chair Dutton asked for a Motion to Policies BBBE, IB, JICC and JICC-R, moved by Ms. Mahoney and seconded by Ms. Bashaw.

No further discussion

Vote: All in Favor

8.2 Discussion of Potential Move of 3rd and 6th Grade

Superintendent Ambrose said Universal Pre-K discussion is still in the proposed *Build Back Better* bill at the federal level. He would advise the School Board to consider tabling this agenda item until we see what happens in January with the caveat that at some point, we have to make a decision about we are going to do for next year, even if this passes a year from then. Let table this for 2 weeks and have a deep discussion about it.

9. 2nd PUBLIC COMMENT- None

10. OTHER BUSINESS

10.1 Next Meeting Agenda

10.2 Announcements

10.2.1 The next Sanborn Regional School Board meeting is scheduled for Wednesday, January 5, 2022, at 6:00 PM in the Library at Sanborn Regional High School.

10.2.2 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 19, 2022, and end on Friday, January 28, 2022, 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) (k)- Mr. Broderick made a motion to enter a non-public session per RSA 91-A: 3 II (c) (k), seconded by Ms. Mahoney.**

Roll Call Vote: All in Favor

12. **ADJOURNMENT-** Chair Dutton adjourned the meeting at 7:30 PM

Minutes respectfully submitted by:

Phyllis Kennedy
School Board Secretary

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**Sanborn Regional School Board
Continuing Public Minutes**

12-15-21

In attendance: Chair Dutton, Vice Chair Baker, Ms. Bashaw, Mr. Broderick, Mr. Fitzpatrick, Ms. Mahoney, Ms. Ingham, Superintendent Ambrose, Business Administrator M. Angell.

Mr. Broderick made a Motion to exit the Non-Public meeting at 8:00 PM per RSA - RSA 91-A: 3 II, (c) (k) seconded by Ms. Mahoney.

Roll Call Vote: All in Favor

Mr. Broderick made a Motion to seal the Non-Public Minutes in perpetuity, seconded by Ms. Ingham.

Roll Call Vote: All in Favor

Mr. Fitzpatrick made a Motion to ratify the Support Staff Contract, a three-year contract, ratifying year one at a cost of \$159,890, year two at a cost of \$96,809, and year three at a cost of \$94,544. Those amounts will appear on the Warrant Article to go to the voters for approval in March. Motion seconded by Ms. Ingham.

Mr. Fitzpatrick said this is a good result all the way around. Negotiations across the table were understanding and cooperative which was beneficial for the district. I support this and I will be lobbying in the district to assure that this will get passed by the taxpayers because we need this.

No further discussion.

Roll Call Vote: All in Favor

Superintendent Ambrose made a Motion for a lease on what is known on the tax records as the music building and the garage at the Sanborn Seminary, whereby upon the closing of the Sanborn Seminary sale with Eric Chinburg, we will need to lease that building back for one year at a time with a six-month option to vacate so that Mr. Chinburg can do the work he needs to do. Motion moved by Mr. Baker and seconded by Ms. Ingham.

Mr. Broderick clarified that is leased for \$1per year (per building).

Roll Call vote: All in Favor

Meeting adjourned at 8:15 PM

Recorder: Phyllis Kennedy