

# SANBORN REGIONAL SCHOOL BOARD

## MEETING MINUTES

February 10, 2021

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A meeting of the Sanborn Regional School Board was held on Wednesday, February 10, 2021 in the Library at Sanborn Regional High School.

### SRSD SCHOOL BOARD MEMBERS:

Jim Baker, Chair  
Peter Broderick (excused)  
Dawn Dutton  
Jamie Fitzpatrick  
Larry Heath (via remote connection)  
Tammy Mahoney, Vice Chair

### STUDENT COUNCIL REPRESENTATIVE:

Jake Tedford

### ADMINISTRATORS:

Thomas Ambrose, Superintendent  
Matthew Angell, Bus/Administrator

1. CALL TO ORDER

Meeting called to order at 6:00 PM by Chair Jim Baker followed by the Pledge of Allegiance and a Roll Call attendance asking remote participants Larry to identify his location and also identify who may or may not be at the location with him. Mr. Heath replied with the request.

2. ACTION ON MINUTES- Review of Minutes of [1-20-21](#)

**Chair Baker asked for a Motion to approve the Minutes of 1-20-21. Motion moved by Ms. Mahoney and seconded by Ms. Dutton.**

No discussion

**Roll Call Vote: All in Favor**

3. COMMUNICATION

- 3.1 Distribution of Manifest Documents- Chair Baker noted that the Manifest is being signed by Board Members.
- 3.2 Nominations-none
- 3.3 Resignations-none
- 3.4 Superintendent's Report- Superintendent Ambrose covered the following:
- Thanked those who attended the Deliberative Session. All warrant articles will be moving forward as presented. The voting session will take place on Tuesday, March 9<sup>th</sup> at the Swasey Gym for Kingston voters and at 8D Merrimac Road (Fire Rescue Station) for Newton Voters.
  - Next Tuesday, February 16<sup>th</sup>, Jodi Gutterman, Brian Stack and I will be presenting to the Fremont School Board about Sanborn Regional High School and what we offer Fremont students as they consider their next steps in the process of choosing a location for their students at the close of their contract with the Sanborn Regional School District. The other two districts that will be presenting that evening are Raymond and Pinkerton. The presentation will include what we offer to Regular Education students and Special Education students.
  - We are having boiler problems at Bakie Elementary and that has been added to the agenda for discussion this evening as we have to figure out a plan for moving forward. One boiler is very close to failing and the other one is starting to have issues.
  - At the next Board meeting on 3-10-21, where we will have a report from the EISA Committee. We are moving forward with Alma (the new grade reporting software) and I want to publically thank Dr. Haynes for all her hard work on that program. Thank you to the members of the EISA Committee as well. It is a lot of work to roll out a new student information system that does grading and curriculum mapping. This year, we are mainly focusing on the grade reporting component and all is going well.
  - We are also nearing the end phase of figuring out a math program for grade K-8. There is \$117K in the budget for a new math program and we hope to purchase the program for next year which we will present to the EISA Committee and then the Board for adoption.

- The March 17<sup>th</sup> School Board meeting should be discussed to consider moving it from St. Patrick's Day to another date. We need to name a Chair and have subcommittee assignments prior to EISA meeting on 3/24 so I look forward to that decision.

4. COMMITTEE REPORTS

4.1 Policy-No report.

4.2 EISA-Ms. Mahoney report that the group met tonight, but she will be reporting on the 1-20-21 meeting this evening as follows:

In attendance: Chair Tammy Mahoney, School Board Subcommittee members Jamie Fitzpatrick and Dawn Dutton, Superintendent Tom Ambrose, Director of Teaching and Learning Patty Haynes, Director of Guidance Heidi Leavitt, High School Principal Brian Stack, High School Assistant Principal Matt Malila, Bakie Principal Christopher Snyder, Memorial Principal Ryan McCluskey, Middle School Principal Christine Desrochers, Title 1 Administrator Kim Conant, Secondary Math Coordinator Grace Evans, District Math Coordinator Donna Donnell. Called to order by Mahoney at 4:30 pm. Minutes of the 12/16/20 meeting were reviewed and unanimously approved by a roll call vote. Ms. Mahoney opened the meeting by reading "A Checklist to Ensure Meetings Are Compliant with The Right-To-Know Law during the State of Emergency."

Dr. Haynes reported on the Alma reporting system. Report card templates are being reviewed and the committee will discuss important content items at the next meeting. Superintendent Ambrose believes the report card should provide the basis for parents to have a conversation with the teacher. As a parent he looks for a report card to convey where a child is in relation to established benchmarks, how the child is doing developmentally and in relation to peers, and information on areas for improvement.

Dr. Haynes reported that the math curriculum search has been narrowed down to 3 options, which are being reviewed. The target is March to present a recommendation to the board. Ms. Donnell and Ms. Evans are collaborating to ensure that the lower and upper grade curricula will be in alignment.

Mr. Malila reported that a committee is being formed to discuss the High School schedule and diploma requirements, and will be meeting on the 3rd Thursday of every month. Next Thursday is targeted for the first meeting.

Mr. Stack reported on the Student Success data for the class of 2020. Some of the indicators were impacted by COVID and difficult to track, such as "CTE or Industry Credentials" earned (due to the closure of businesses), but the percentage of students meeting the definition of student success remained

steady from last year, at 85%. He also reported that the district's graduation rates remain high and dropout rates are low. DOE data for 2020 isn't available on their website yet, but for 2019 the graduation rate was 98.1%, compared to the state average of 88.42%; the district's dropout rate was .63% compared to the state average of 2.73%.

Mr. Ambrose noted the discrepancy between the district's success indicators and test scores. He'll be meeting regularly with Dr. Haynes and the Title 1 and math coordinators to focus on instruction. He also noted that the master schedule changes are part of the strategy to free up more time for instruction. Overall priorities for improved student outcomes will include changing instructional practices, an aligned curriculum, effective assessments, and remediation. Meeting was adjourned by Mahoney at 5:20

4.3 Facilities-Mr. Baker said the group met today and he will report at the next meeting to be determined once the 3/17/21 School Board meeting is rescheduled.

4.4 Finance-Mr. Fitzpatrick reported on the meeting held on February 3, 2021 as follows:

Meeting held at 4:30 on Feb. 3, 2021.

In attendance: Jim Baker and Chair Fitzpatrick. Pete Broderick was excused. J. Baker motioned acceptance of Dec minutes, Fitzpatrick seconded, Approved 2-0.

M. Angell provided a Business Administrator Comments on the state of the state on the district from Business Administrator perspective. (shared on line).

- Fed grant requests and distributions are being audited by the US Dept of Education – Start sometime in Feb. Can audited any grants selected. Likely focus will be on COVID grants.
- Anticipating in person learning will happen balance of year with the attendant costs.
- M. Angell. Also provided financial information in this new format

Stepping through revenues and expenses

- Spending was broken down by School.
- Bakie – 8.6% unencumbered
- Memorial – 11.45% unencumbered
- Middle School – 12.47% unencumbered
- High School - 9.44% unencumbered
- SAU – Over expended ~ 8.96%

- Custodial Services and legal costs are the drivers.
          - District wide spending has 5.64% unencumbered.
  - Fitzpatrick requested that **M. Angell provide the number of students per school and the resultant spending per student for each campus.**
- M. Angell also provided info in Financial risks
  - Lost Boiler at Bakie (investigating repair and replacement costs)
  - Lost a circulator pump at the high School (we will replace with new then rebuild the old)
  - Carbon build up in High School Chimney
    - Emptying out the Chimney and cleaning the whole system out presently (including boilers)
  - Memorial School playground equipment is beginning to fail.
    - Will be brought forward as a CIP item in a coming spring facility's meeting
  - Dump truck body is rotting through dump bed.
    - Fitzpatrick asked for picture of body. **M. Angell to provide to facilities committee.**
    - 4 have 4 dump trucks in fleet. 2 with dump bodies and 2 with stake bodies.
      - Looking at single truck with roll off body (Dump or stake).

M. Angell reviewed Auditor engagement letter.

- Needs to be signed by Chairman of the board.
- Fitzpatrick asked that the engagement letter require that they provide areas of opportunity in their report out. This was supposed to be done last audit and it was not. **M. Angell to have wording added.**
- M. Angell reviewed questions that the auditors will ask directly of the School board during the Audit.

#### Trust Fund Review

- December Balances

- Special Education Expense Trust Fund \$241,168.81
- Capital Improvement and Maintenance Fund \$223,031.53
- Unanticipated Educational Expense Fund \$150,196.05
- Facilities Revolving Use Fund \$191,954.48

Total fund balances \$806,350.87

Budget Report Review

Health Insurance Costs - \$656,657.39 unencumbered after best estimate of costs through rest of FY21.

Non-Health insurance costs - \$2,420,380.65 (7.8% of budget).

Revenues – Outstanding

- Freemont tuition not billed yet ~ \$2,.1M
- Adequate Education Grant ~ \$1.0M
- School Building Aide ~ 0.25M

On-Line Software usage

M. Angell only has reporting on 1 subscription (Flocabulary)

- M. Angell pointed out that most of use is being used via free version login (as opposed to the paid version).
  - J. Baker requested comparison between the free and paid version.
  - **M. Angell to pursue.**
- Fitzpatrick asked for an updated spreadsheet of all online subscriptions.
- **M. Angell to provide file/link.**

Reconciliation of Facilities Use Fund.

- No Activity June through Dec.
- Dec – accounting software expenditure
- January ~\$32K for iPads at Bakie and ~\$13K financial system updates are coming.

Update on student cash reconciliation.

- M. Angell not able to resolve yet, Data sets with Auditors.
- His focus is on \$500 Check he is chasing down.

Areas of Improvement

▪ As auditors never provided areas of improvement, M. Angell provided a list from his own perspective:

- Separation of duties

- Efficiency in processing invoices and payments
- Data gathering and reporting capabilities (use of the new accounting system)

Final Spending Worksheet

- M. Angell developing a sheet (in progress) to allow better tracking of spending and changes in fund balance and final spending

Sanborn Regional School District						
General Fund Change in Fund Balances						
For fiscal year ended, June 30, 2020						
	Nonspendable	Committed		Assigned		
Description	Reserve for prepaid expenditures	Contingency Fund	Reserved for Amts Voted	Reserved for encumbrances	Unassigned	Total
Beginning Fund Balance, July 1, 2019	\$132,498.00	\$400,000.00	\$100,000.00	\$423,120.00	\$913,507.00	\$1,969,125.00
Revenues					\$34,469,485.00	\$34,469,485.00
Expenditures					-\$33,208,774.00	-\$33,208,774.00
Reclass of fund balance amounts						
Nonexpendable	-\$32,455.00				\$32,455.00	\$0.00
Contingency Fund		\$169,245.00			-\$169,245.00	\$0.00
Res. for Amts Appropriated			\$25,000.00		-\$25,000.00	\$0.00
Encumbrances				-\$292,927.00	\$292,927.00	\$0.00
Ending Fund Balance, June 30, 2020	\$100,043.00	\$569,245.00	\$125,000.00	\$130,193.00	\$2,305,355.00	\$3,229,836.00

Re-Organization costs reconciliation

- Projected costs were \$720,587
- Actual costs to date \$582,005
- Savings to date \$112,507
- Still to be paid against this savings

Wiring for new High School computer labs	\$25,000.00	??
Wiring for computer labs		
Convert Book Room to Stem Lab		
Signage	\$4,000.00	??
Corridor Doors	\$23,333.00	??

Manifest Questions

- No new Manifest Questions

- 4.5 Public Relations- Mr. Heath reported last week but Mr. Ambrose will be discussing one of the items tonight.
- 4.6 Personnel-meeting cancelled
- 4.7 SST- no report
- 4.8 Budget- no report
- 4.9 Wellness-no report

5. STUDENT COUNCIL REPRESENTATIVE REPORT

Mr. Tedford reported the following:

The sophomore students completed their first round of Student Independent Projects (SIP) during in the past few weeks they presented a variety of topics including music, sewing, computers and video editing. The sophomore team is excited to see the next student independent projects later this year.

Students in Honors Biology FLT have had senior helpers this past week guide the sophomores through a process of PCR and Gel Electrophoresis to analyze DNA samples and I'm told it was a great socially distanced lab experience for the kids.

Sanborn Best Buddies right now is having a movie night and we watched Jurassic Park and ate pizza. It was a great time for all the students and their buddies.

The Student Council is in the early stages of planning a Winter Carnival in a safe way. I don't have any details right now because we're really early on.

6. 1<sup>ST</sup> PUBLIC COMMENT-none

7. NEW BUSINESS

7.1 Approval of Donations Not requiring Public Hearing

- 7.1.1 Alliance Energy, LLC -\$500-Mr. Angell said we've received a \$500 donation from two different organizations global partners and Exxon Mobil for a STEM grant. The \$500 is going to be used for science, technology engineering and math STEM programs. Mr. Stack applied for the grant. Mr. Angell said he will need a Motion to accept.



**Mr. Baker moved the Motion to accept the \$500 grant from Alliance Energy, seconded by Ms. Dutton.**

**Roll Call Vote: All in Favor**

7.2 Athletics

7.2.1 Athletic Plaques/ Awards- to be addressed at next meeting

7.2.2 Sports Update- Superintendent Ambrose read Mr. Dawson's update. To view update, [please click here.](#)

Mr. Ambrose said the number of quarantines and cases has come down dramatically congruent with New Hampshire from the 150 range to 27. The safety protocols put in place are clearly working. I am very proud of our schools, that we have sports programs and are in person five days a week. Mr. Dawson recommends status quo; spring skills and drills begin. Great job everyone.

Mr. Fitzpatrick commended the students, athletes, teachers, staff and administration for helping to make this work.

Superintendent Ambrose said the School Board has dealt with some very difficult decisions and he thanked them for their leadership.

7.3 Approval of Academic Calendar for 2021-2022- Superintendent Ambrose reviewed the calendar for Dr. Haynes saying she worked really hard on this. The calendar includes early release days on 5-day weeks. To view calendar, [please click here.](#)

Chair Baker asked for a Motion to approve the calendar.

Ms. Dutton asked about November not having early release days.

Mr. Ambrose said because there are 2 months (September and November) that we took them out because we want 5 day weeks that are not interrupted. We would rather have early release days planned and then, if for some reason we feel that there have been too many snow days or interruptions, we would then cancel one. It is easier to cancel than to add back in then to ask to add one. We try to balance the months. We would also like to reserve the right to (if there are too many snow

days) to change the back to regular school days. We want student in their seat as much as possible but we also recognize that we are implementing another huge layer of Alma next year (a new math program and a lot of academic initiatives) and we need time for that.

Mr. Fitzpatrick clarified that the exception Mr. Ambrose is listing is if we need academic days to meet Department of Education requirements. This year, the early release days were for preparation, synchronous learning and how to get that in. If this pandemic fades, is there an ability though the summer and it is 100% in person, to still need the days originally bought for a pandemic if there is no implication of one.

Superintendent Ambrose said there are 2 initiatives; getting through this year (early release days), and the future of our organization in providing adequate time to do Professional Learning for our staff in an ongoing and professional manner. So this request is not pertinent to the pandemic but to our academic goals.

Discussion ensued.

**Mr. Baker made a Motion to approve the 2021-2022 Academic calendar subject to change based on snow days and the success of Professional Development training. Motion seconded by Mr. Fitzpatrick.**

**Roll Call Vote: 5 in favor, one abstention (Heath)**

- 7.4 Approval of Yearbook Advertisement – Mr. Ambrose said annually we do a yearbook advertisement and we need Board approval to do that again. He will send the previous ad and a proposed new one.

Mr. Ambrose asked for a Motion to approve.

**Ms. Mahoney moved the Motion to approve the full page advertisement in the Class of 2021 Yearbook, seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**

- 7.5 SRSD Financial Audit- Mr. Angell said there are 2 pieces being presented tonight; the first piece (Engagement Letter) requires the auditor to communicate to the School Board the scope of the audit. Mr. Angell said he will add in a Management Letter which identifies weaknesses and areas of improvement.

- 7.5.1 Approval of Audit Engagement Letter

The second piece is a required questionnaire the Board's knowledge of fraud over the district. This is a relatively new requirement (15 years old) and basically most auditors know that people don't divulge information unless specifically asked.

#### 7.5.2 [Approval/Signature of Audit Governance Letter](#)

If you have any questions or concerns, give them to Mr. Baker and he will fill in the questionnaire to go to the auditor.

Mr. Baker asked if there was a deadline. Mr. Angell the approval he needs tonight is for the Engagement Letter.

**Mr. Baker asked for a Motion to approve the auditor Engagement Letter, seconded by Ms. Mahoney.**

Mr. Fitzpatrick asked to make an amendment to include the language for a management letter which shall also consist of identification of areas of opportunity and improvement.

**Mr. Baker amended his Motion to approve the auditor Engagement Letter which shall also consist of identification of areas of opportunity and improvement, seconded by Ms. Mahoney.**

#### **Roll Call Vote- All in Favor**

Mr. Angell agrees that a Management Letter is needed and the deadline for the Governance Questionnaire is in the next 2 weeks.

## 8. OLD BUSINESS

### 8.1 Review of public Letter Regarding Warrant Articles

Mr. Ambrose read the letter that the Public Relations Committee approved. To view letter, [please click here](#). If the Board approves this, it will be posted to newsletters, Constant Contact and multiple sources of communication.

Mr. Fitzpatrick commented that the line that reads "Professional Staff is 2% including steps" is confusing and it should say excluding steps as they are over and above the 2%.

Mr. Ambrose agreed, saying it should read it should read 1.5% percent in year one and 2 % in years two and three plus steps instead of including steps.

Mr. asked if he needed a Motion and Mr. Ambrose said yes.

**Mr. Baker moved to approve the public letter with the wording change that Mr. Fitzpatrick proposed, seconded by Mr. Fitzpatrick.**

**Roll Call Vote- All in Favor**

8.2 Review of Early Release Days for This Year-

Mr. Ambrose said as we all know with the pandemic, we've been doing early release days for most of this school year and particularly for those teachers at grades 7-12. It has been really beneficial because they're teaching students remotely and in person so they're still teaching synchronous students at grades 7-12

In grades K-6 there is a lot that goes into running a socially distanced classroom. So the staff and the administration have asked me to come to you and ask for an extension as the early release days run out next week because as a Board you authorized them to continue until February break. They're asking you to continue them because it's a huge help to them to manage all of this so I just wanted to bring it to you and find out how far out you're willing to extend and what you'd like to do moving forward

Mr. Fitzpatrick said given what we just did in the previous in the previous point it would be a little bit incongruous to say no, it ends and then it starts back up again even if it's for a different reason so if in fact it turned out that it was no longer necessary, we don't need synchronous everybody's back in person all the time then I would suggest that you start the process of since you're going to be talking about math programs, etcetera starting in March anyways that you start that practice immediately and don't wait until the Fall and you use the time to do that if the pandemic issues lighten up.

Mr. Ambrose said if people do the right thing over the February vacation, hopefully we will stay in the mode that we are in today.

Ms. Dutton said I agree with Mr. Fitzpatrick; he has an extremely valid point. From a student perspective and having 6 kids between my children and nieces and nephews, I see a huge benefit for them with the ½ days. It gives them that day in the middle of the week that makes it easier to get through the whole week. There's so much that they have to follow. there's so much routine, so much structure and the masks breaks. Having that ½ day has just been a blessing for them at least for these 6 kids which is a pretty good gauge. I think it's definitely helpful to them and clearly it's helpful to teachers' and staff, so I think it's a good idea to keep going.

Mr. Baker asked for a Motion

**Mr. Fitzpatrick made a Motion to continue the early release day Wednesdays for the balance of the school year, seconded by Ms. Dutton.**

**Roll Call Vote: All in Favor**

9. 2<sup>ND</sup> PUBLIC COMMENT -None

10. OTHER BUSINESS

10.1 Bakie Boilers (added to agenda)- Mr. Angell said we have two boilers at Bakie; one's a primary boiler and one's a secondary boiler. Normally they alternate running all the time. Our insurance company has forced us to turn off one of the boilers because it has a leak in it.

The boiler has been turned off and isolated so Bakie has been running 100 on the remaining boiler and it was identified today that this remaining boiler is starting to leak so the time is limited on that one as well. If it were to fail, we can rent another boiler. The rental is approximately \$8,900 a month but what we had been planning on trying to do is buy some time throughout the spring to hire a mechanical engineer to help guide us through in trying to pick up the next boiler for Bakie. What I want to do or ask the School Board tonight is to wave school board Policy DJE which deals with bidding requirements so I can appoint HL Turner group just to design the system for the boilers. There are two reason for that. So the boilers that we purchase don't interfere with any future adjustments and I want to make sure that the Mechanical Engineer is going to be working for the School Board in the best interest of the School Board as opposed to the best interest of the installer.

Chair Baker commented that in an outside project like this, it is not unusual to hire an outside engineer to spec what it is you're going to put out to bid. It protects you from installing something that is undersized or oversized which won't be as efficient as you want. In the long run it can save you money.

Mr. Ambrose clarified that Mr. Angell want to waive the policy for the hiring of the engineer, but the project would still go out to bid. The waiving of the policy is due to the emergent nature of the situation we are facing at Bake and not making it though the RFP process for the Mechanical Engineer.

Mr. Baker asked about the cost for the engineer. Mr. Angell said \$150-\$175 per hour for the design work which is a base number. We can do it by the hour or one lump number.

Mr. Fitzpatrick asked as a matter of prudence, if Mr. Angell has a personal relationship with HL Turner. Mr. Angell said he does not, that he was recommended by the district's attorney who said they work with many schools.

Ms. Mahoney said I am uncomfortable as far as how we got here, that we are having to make decisions under an emergency situation. I am not looking to place blame, but we have to ask ourselves or try to determine the steps we are taking to make sure that we don't end up in this type of situation again.

Mr. Angell said the before 2 years ago, we didn't have a good Capital Improvement Plan (CIP) that identified future needs. I have been working with the Facilities Committee to try to get a good quality CIP in place. This boiler was known to leak did not leak this bad until this particular fall. It has previously been repaired with sealants between different sections which has been successful in the past. We thought it could make it through the year and we could get the RFP out.

Mr. Ambrose said the CIP is nearly done and should be shared with the Board soon because there are some major concerns that could be emergencies.

The proposal tonight is to either waive the requirement for the RFP for the engineer or risk having to have a temporary boiler installed and the cost associated with that.

Discussion ensued

**Mr. Baker made a Motion to waive the bidding process to hire the Mechanical Engineer, seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**

10.2 Next Meeting Agenda

10.3 Announcements

10.3.3 The next Sanborn Regional School Board meeting will be held on **Wednesday, March 3rd at 6:00 PM** in the Library at Sanborn Regional High.

**The Second (Voting) Session of the Annual School District Meeting** will be held on **Tuesday, March 9, 2021** from 8:00 a.m. to 8:00 p.m. in the Swasey Gymnasium (Seminary Campus) for Kingston voters and at 8D Merrimac Road (Fire Rescue Station) for Newton voters.

11. **NON-PUBLIC SESSION-RSA 91-A: 3 II –Mr. Heath made a Motion to enter a Non-Public Session per RSA 91-A: 3 II, seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**

12. **ADJOURNMENT** – Mr. Baker adjourned the public meeting at 7:13 PM

Minutes Respectively Submitted by:

Phyllis Kennedy  
School Board Secretary

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**SANBORN REGIONAL SCHOOL BOARD**

**CONTINUING PUBLIC MINUTES**

**February 10, 2021**

**Mr. Heath made a Motion to exit the Non-Public Session, seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**

**Chair Baker made a Motion to hire Gordon Parks as the Technology Director at a salary of \$108,000 per year. Motion seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**