

SANBORN REGIONAL SCHOOL BOARD MEETING MINUTES

May 19, 2021

To view the video of this meeting, please visit our website at 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, May 19, 2021 in the Library at Sanborn Regional High School.

SRSD SCHOOL BOARD MEMBERS:

Dawn Dutton, Chair
Jim Baker, Vice Chair
Moiria Bashaw
Peter Broderick
Jamie Fitzpatrick
Heather Ingham
Tammy Mahoney

STUDENT COUNCIL REPRESENTATIVE:

Jake Tedford

ADMINISTRATORS:

Thomas Ambrose, Superintendent
Matthew Angell, Bus/Admin (Excused)

1. CALL TO ORDER

Meeting called to order at 6:01 PM by Chairperson Dawn Dutton followed by the Pledge of Allegiance.

2. ACTION ON MINUTES

Review of Public Minutes of [4-14-21](#) and [5-5-21](#)

Chair Dutton asked for a Motion to accept the Minutes of April 14, 2021, moved as written by Mr. Baker and seconded by Ms. Mahoney.

No discussion

Roll Call Vote: All in Favor

Chair Dutton asked for a Motion to accept the Minutes of May 5, 2021, moved as written by Mr. Baker and seconded by Ms. Ingham.

No discussion

Roll Call Vote: All in Favor

3. **COMMUNICATIONS**

3.1 **Distribution of Manifest Documents-** Chair Dutton circulated the Manifests for signatures from Board Members.

3.2 **Nominations-**None

3.3 **Resignations-** Superintendent Ambrose reported the following resignations:

Bakie School

Christopher Snyder
Jolene Horne

Principal
Special Education Teacher

Ms. Mahoney made a Motion to accept the resignations, seconded by Mr. Baker.

No discussion

Roll Call Vote: All in Favor

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

- Scholarship Night took place on Monday, May 17 with \$50K awarded to students in the community.
- High School Professional Learning Communities (PLCs)-He met today with staff to discuss various topics that pertain to the creation of a strategic plan, which will be put together by he and Dr. Haynes through input from staff and students throughout the district and eventually be

brought to the board for approval in the fall. This plan will be effective in supporting the budgeting process. All previously developed school plans (e.g. Graduation Requirements, Portrait of a Graduate, Definition of Student Success, and Capital Improvement) will also contribute to the development of the strategic plan.

4.

COMMITTEE REPORTS

- 4.1 Policy-Ms. Ingham reported that the group met on 5-11-21 and she was elected as Chairperson. They reviewed two policies (*IHBAA-Evaluation Requirements for Children with Specific Learning Disabilities* and *IHBC-Established Criteria for Special Education Evaluations*) and the committee moved for those policies to be reviewed by the Board.
- 4.2 EISA- Ms. Mahoney reported the group met this evening and she was elected as Chairperson. They heard a report from the *High School Diploma/Schedule Committee* which she will report on at the next meeting on June 16 at 4:30 PM.
- 4.3 Finance- Mr. Fitzpatrick reported highlights of the following meeting held on April 21, 2021

Minutes to April 21 Finance Committee Meeting

Attendees:M. Angell / J. Baker / M. Bashaw / J. Fitzpatrick

Opening of meeting was Chaired by M. Angell.

J. Baker nominated J. Fitzpatrick for Finance Chair. 2nd by M. Bashaw.

Unanimous vote in favor. J. Fitzpatrick took over role of chair.

J. Baker moved acceptance of March Minutes. J Fitzpatrick 2nd.

J. Baker and J. Fitzpatrick voted to approved. M. Bashaw abstained.

M. Angell Reviewed the Business Managers Comments – Highlights below:

\$6.2M Cash on hand (~ 2.14 Months of operations)

Revenues at 31.2M 88.5% of budget. Also, we just invoiced Fremont. If this is counted, we are at 91.3% of budget.

We are now 100% collected for state funds as just received:

- \$978,635.10 in adequate aid.
- \$256,757.41 in school building aid.

General funds expended through March is \$21.6M. Encumbrances are an additional \$9.5M. (6.6% of the budget remains)

For health benefits we have expended \$2.8M. Encumbrances are another 1.5M. This leaves 12.3% of the budget remaining).

Key risks were identified as follows:

- Roof damage at Seminary Building
 - **Action - M. Angell to contact the buyer to review options.**
 - **Action - M. Angell also contact the insurance company to see if this will be covered.**
- Bakie Boiler – we received design plan on 4/20
 - **Action - M. Angell to provide this to Fin Committee members per J. Baker request**
- Memorial Playground Equipment
 - **Action - M. Angell has reached out to Insurance company to see what will be covered.**
- There are 4 new leaks found in the High School Roofing
- Dust collection system at HS needs to be replaced (it has failed again)
- Paving Quotes starting to come in. First one has
 - Memorial @ \$74,950
 - Bakie @ \$163,100
 - Total @ \$238,050 vs initial estimate of ~ \$60K

M Angell requested authority to make 3 line item transfers (listed below):

Item 1

- 11,000 PT/OT from Bakie to HS
- 2,000 PT/OT from Memorial to Pre-School

Item 2

- \$19,999 from Pre-K to Bakie for other professional Services

Item 3

- \$50,000 from MS to Bakie for Special Ed transportation

J. Baker motioned on each separately to approve. Each motion was seconded by M. Bashaw and each was approved unanimously.

Memorial School Estimate vs Actual Costs for Entry Way

Estimate was \$58.8 and actual was \$51.4. Benefit due to taking so much in house for labor.

J. Baker pointed out that the initial estimates was in the \$120K range when it was to be 100% vendor labor.

Status of 3 Audits:

Special Education – Difficult to assess while students are remote.

- J. Baker pointed out that the school has been open since October. And there are issues in from of School board regarding classroom disruptions. He believes that part of this could be done now.
 - **Action – Fitz to follow up on this issue with T. Ambrose**

Athletics – No Update

- **Action – Fitz to follow up with T. Ambrose as to what subset of the original; commitments in this area will be completed this school year.**

IT - IT Dept. has spent time on COVID related issues.

Trust Funds:

Special Education Trust Fund	\$241.2K
Capital improvement and Maintenance	\$223.0K
Unanticipated Educ Fund	\$150.2K
Revolving Facilities use fund	\$163.5K
Total	\$778.0K

Fitz asked about the current payment of \$2,625 was in March.

Action: M Angell to get back to Fitz on this amount.

Expenditures and Revenues:

Expenses

Health - \$612K is unencumbered and will be likely close to this for unexpended funds at the end of the year.

Non-Health – Approx. \$2.0M. Not as solidly likely to become Unexpended Funds as we still have things to address in spending (like leaks for example) that will still need to be encumbered and spent.

Fitz asked about Covid costs, how much of the Covid costs are still embedded in the non-health spending.

M. Angell stated that all but ~ \$10K of the Covid spending that is associated with the \$1.1M in grants has already been removed from the general spending and is now being accounted for in the grant account.

J. Baker asked about uses and requirements of grant fund usage.

M. Angell confirmed that the money still in the fund is not Grant money and thus anything left over can be used for anything or even not used and left in unexpended funds.

M. Angell has approx. \$10K in costs not assigned to a grant yet.

Fitz asked for a Covid spending reconciliation.

- What were the total covid costs by category?
- What was applied against the \$1.1M in Covid grants that were taken from the general funds.
- **Action – M. Angell to provide total spending and reconciliation of Grant money.**

Revenues

Covid grants are not in revenues. They are reported in Grant accounts.

Revenue file is all general budgeted revenue, not grants.

Meeting was extended an additional ½ hour to complete some open past due items:

Reorganization Actual vs Estimated costs:

Total Estimate \$720.6K
Actual \$639.2K
Savings \$112.5K (rounding)
Main driver in savings was decision not to do new locker room Savings \$164K. The other line items were overspent by ~ \$40K

Software Usage Report

M. Angell provided usage report for BrainPop.

M. Angell also supplied an updated excel file that includes all subscriptions, as had been requested by Fitzpatrick, and showed the information that has been gathered to date.

- Fitz noted that the file does not have any dollars associated with it.
- That this would have been part of the audit and as not being completed, he will check the list against manifests and add the \$ amounts in himself.

M. Angell also reviewed differences between paid and Free versions of Flocabulary.

Manifest questions were focused on questions as to where we are spending money.

Some of the questions are about programs/subscriptions that we are spending money on. Example Aurora institute which wants to transform education. We need to focus on Math and English, we can “Transform education” once we master teaching Math and English and have proficiency levels above 20% and 56%.

M. Angell said that we don’t always use all the items from a website so we should discuss these items with the Admin.

Also discussed the \$80K for books. The question came up as to what books we will be targeting. What is the list of books? One of the manifest questions was about a book that teaches kids to be disruptive. I would not support that type of plan for the district.

Action – Fitz to review above 2 items with T. Ambrose.

Manifest questions we did not get into details on. We will review next meeting.

M. Angell noted that the audit of the Student recon account, would be provided at the next meeting.

4.4 Facilities- Mr. Baker reported the following:

The Facilities Committee met on Wednesday, May 11, 2021. The meeting was called to order at 3:30PM. Jamie Fitzpatrick, Pete Broderick, Jim Baker, Superintendent Ambrose, and School Safety and Facilities Manager Dan Doyle were present.

The Committee met at the D J Bakie School. We viewed the two boilers and the boiler room. We reviewed and discussed the condition of the boilers. We

discussed the option and costs to replace one boiler and repair the other as well as proposals for replacing both boilers along with accessory systems. We refined the scope of work and asked Mr. Doyle to get some additional pricing for replacing both boilers with new burners plus installing a new pressure tank. The committee agreed to meet again as soon as that information is available.

We also briefly reviewed CIP plans. Work will continue on pricing and scheduling work planned for the 2021-22 school year and the ongoing CIP plan. Unless we meet sooner, the next Facilities meeting is scheduled for June 2, 2021 @ 3:30 PM in Room 121 in the Middle School wing.

Mr. Ambrose added that we have received the updates specifications for the Bakie Boiler from the engineer and Mr. Doyle forwarded those to the companies that did the 3 bids. They are going to revise their bids and he is hoping to have them by June 1. We are moving as fast as possible to get the boiler situation resolved.

4.5 Public Relations- Ms. Mahoney reported the group met on May 11, 2021. In attendance was Ms. Mahoney, Ms. Bashaw, and Dr. Haynes. The purpose of the meeting was to select a Chairperson and Ms. Mahoney was elected. The next meeting is not scheduled yet, so stay tuned on that.

4.6 Personnel- Ms. Dutton said the meeting was cancelled for today but upcoming work will involve job descriptions for congruency. The next meeting is scheduled for June 16 at 3 PM.

4.7 SST- Superintendent Ambrose reported the group met and discussed the Cost-per-pupil and enrollment strategies (e.g. different programming options) to boost their class sizes.

4.8 Budget- Ms. Mahoney reported the group met on April 21 to talk about the meeting schedule for the year. Mr. McCarthy was re-elected as Chairperson and Ms. Gannon was elected as a replacement for Ms. Bashaw. Vanessa Matias was elected as Vice-chair.

4.9 Wellness- No report

5. STUDENT COUNCIL REPRESENTATIVE REPORT- Mr. Tedford reported The Senior Class Council is having a Kona Ice Truck at the High School on Tuesday, May 25 as a fundraiser. They are going to be selling slushies for \$6 during FLT. In addition, Student Council is holding a raffle this week with three different baskets; the first

one is worth \$20 and it costs \$5 per ticket. The basket will be full with candy and maybe a gift card. Another basket, worth \$60 for \$10 per ticket, will have another gift card and a nice hydro flask or a nice water bottle and then one last basket, which is only for seniors, is worth around a \$100 including merchandise from a college of your choice and that is going to be selling for \$15.

6. FIRST PUBLIC COMMENT- None

7. NEW BUSINESS

7.1. Acceptance of \$1000 Donation to Bakie School- Superintendent Ambrose asked for a Motion to approve this grant and described as follows:

The Tech Box Project will provide 5 at-home learning bins available for students in grades 2 and 3 at Bakie Elementary School who do not have materials and space to learn successfully at home. Through the creation of these at home bins, students will be able to harness the potential of district issued laptops by bridging the gap. A headset and mouse will allow for an effective and efficient use of the district provided laptop. Desk supplies needed for project based learning that students do not have at home, such as tape, post-its and scissors, will be within each bin. For students who lack a space to work efficiently, the bin can be used as a makeshift desk with an adjustable laptop stand and collapsible stool included in each bin. The bin will latch shut and be watertight. For students who travel between homes, between spaces within homes and between various childcare settings, the bin can be easily moved while all materials and technology remain organized, secure and available. Teachers and administrators will identify those students who have struggled to attend classroom virtual meetings and complete online assignments due to lack of materials or learning space conducive to learning in order to distribute the bins.

Mr. Fitzpatrick asked who gave us the grant/donation.

Mr. Ambrose replied, the *Consolidated Connects Educational Grant*.

Ms. Mahoney moved the Motion to accept the \$1000 grant, seconded by Ms. Ingham.

No discussion

Vote: All in Favor

- 7.2. Approval of NHDOE General Assurances- Dr. Hayes reported on this annual document signed off to the New Hampshire Department of Education on the General Assurances in which the SAU agrees to adhere to the rules and regulations in order to receive the Title Fund Grants from the Federal Government. She asked for a Motion to approve and signatures to be able to send those back to the Department of Education.

Superintendent Ambrose added that this document assures that we will use the money for what they are intended.

Mr. Baker moved to approve the NHDOE General Assurances, seconded by Ms. Mahoney.

No discussion

Vote: All in Favor

- 7.3. Approval of 2021-22 MS-22 Report of Appropriations- Mr. Ambrose reported that Mr. Angell prepares this state required document for revenue annually and he has it here for signatures once the Board approves it.

Mr. Fitzpatrick asked if Mr. Angell prepared this personally or if someone else did.

Mr. Ambrose replied that Mr. Angell is on Intermittent FMLA so he can work, as he is able to from home. He did work on this with Marie Mundy in Accounts Payable, who deserves a huge shout out for the exceptional job she is doing in helping Matt out with some things as well as implementing the new accounting system. (Marie is working towards her certification as a Business Administrator).

Ms. Mahoney moved to approve the 2021-2022 MS-22 Report of Appropriations, seconded by Ms. Ingham.

No discussion

Vote: All in Favor

- 7.4 Approval of Amendment for the Flexible Spending Account-Mr. Ambrose said this extends the Flexible Spending Accounts for medical use out to later in the year and they are allowing a member to carry over more. He is asking for Board approval and a signature by Ms. Dutton.

Mr. Fitzpatrick asked who “they” were and Mr. Ambrose clarified that “they” is the Federal Government allowing a waiver due to COVID-19.

Discussion ensued on FSA accounts.

Mr. Fitzpatrick moved to support the amendment to the Flexible Spending Account, seconded by Mr. Baker.

No further discussion

Vote: All in Favor

- 7.5. District Decision on Copier RFP- Director of Technology Gordon Parks reviewed Requests for Proposals (RFPs) received on the photocopier bid (10 bids received from 7 different companies for 36 month leases) and narrowed it down to two vendors; Kyocera (our existing vendor) and Budget Document Technology(BDT) which are Konica Minolta

BDT is the recommended vendor; they had superior references, added features and they are 9K cheaper than what we have spent on previous leases.

Discussion ensued on features/benefits and usage at schools.

Ms. Bashaw made a Motion to approve Budget Document Technology as the new vendor for district photocopiers. Motion seconded by Mr. Baker.

Vote: All in Favor

8. OLD BUSINESS

- 8.1. Athletic Update- Superintendent Ambrose read Mr. Dawson's update.

*Sanborn Athletics Update
May 19, 2021*

Spring Sports:

Tournament time is fast approaching for our teams, as soon as next week. Our high school Tennis teams--Boys and Girls--will begin NHIAA competition as early as Tuesday of next week, with opponents to be determined. Baseball and Softball have one more week of regular-season play, with the tournament to follow, and track athletes who qualify will participate in the NHIAA Division 2 meet on May 29 in Pelham. Sanborn will also host the NHIAA Meet of Champions Track meet, which brings together the very best high school track student-athletes from New Hampshire, on June 5th.

Middle school teams also have one more week to play, with tournaments commencing the first week of June. Middle School teams will have awards ceremonies after their final home games of the year, or perhaps even sooner-- Softball's award ceremony was outdoors following their game today. High School senior nights are happening this week, with team-by-team awards coming soon.

COVID:

In short, we recently adopted the NHIAA's updated tournament recommendations for masking of our high school athletes. This now allows student-athletes to unmask when outdoors and actively participating in their sport or event during practices, games, or meets. The Tri-County Association, which governs middle school sports, is still requiring masks during competition. In addition, if our opponents' athletes are required to wear masks, we will normally match that as a sign of respect for their athletes and coaches.

While spectators are recommended to mask up, that is no longer required in line with the recommendations of the CDC and State of NH. The Athletic Director would like to remind people to respect the areas around our athletes during competition; no one should be near the bench areas. We have had no impacts of COVID on our teams over the last two weeks.

Bob Dawson
Asst. Principal, Athletic Director

COVID Tracking Chart

As of 5/18 12:40pm	High School		Middle School	
	All Cases	Athletes	All Cases	Athletes
Sep - Dec 15	6	0	2	0
Dec 16 - Jan 6 (22 days)	15	8	5	4
Jan 7 - Jan 20 (14 days)	2	1	0	0
Jan 21 - Feb 9 (20 days)	3	2	1	1
Feb 10- March 1 (20 days)	4	1	0	0
March 2-16	0	0	0	n/a*

(15 days)				
Mar 17 - Apr 1 (17 days)	4	n/a*	0	n/a*
Apr 2 - Apr 14 (13 days)	9	1	1	1
Apr 15 - May 4 (19 days)	0	0	0	0
May 5-18 (19 days)	5	0	0	0
Totals	48	13	9	6

*in-between seasons

Discussion of masking came up and Mr. Ambrose said students are reminded regularly to take their masks off during recess as long as there is distance (more than 6 feet) from other students. We are watching and reading everything and kudos to Dr. Haynes for her hard work, her science background and leadership involving this study.

8.2. Rain Plan for Graduation- Mr. Stack reviewed the schedule of events [here](#).

The Weather Plans are as follows:

Poor weather in the days leading up to (or on the day of) graduation could disrupt our plans for an outdoor, in-person event. If we anticipate weather to be an issue, as early as Wednesday of graduation week we may decide to put our weather graduation ceremony plan into play. Remember, it is not just a threat of rain the day of the event that can cause this. Several days of rain leading up to graduation would make the fields too soft and wet to safely accommodate our program.

The weather plan calls for graduates (only) to be seated in the gymnasium with family and friends watching the ceremony online using their own devices (phones) from their cars in the parking lot. We would then arrange for family and friends to be invited into the gym to watch their graduate walk across the stage when it is their turn to do so. Family and friends would then exit back to their cars to watch the rest of the ceremony online. **IMPORTANT:** Participants should be prepared to use their own cell phone data plan to view the ceremony. There is no guarantee the campus guest wifi network will be available from the parking lot.

We do not have any plans to change the date of graduation at the last minute due to poor weather. Logistically, and practically, a date change is not possible.

Discussion on various points ensued.

Mr. Ambrose asked for a vote from the Board to approve the Graduation Rain Plan, moved by Mr. Baker and seconded by Ms. Bashaw.

Vote: All in Favor

- 8.3 Bakie Boiler Update- Superintendent Ambrose said the Facilities Committee met and discussed the different options. We received the updated specifications and Mr. Doyle gave those to the three bidders so they could re-bid which should be back to us by June 1. Therefore, we should have a recommendation to the Board at the next meeting.

Discussion on price quote guarantees and costs.

9. SECOND PUBLIC COMMENT-None

10. OTHER BUSINESS

- 10.1 Next Meeting Agenda- Ms. Dutton asked for any items.

Mr. Baker recommended School Board Goals for 2021-2022

- 10.2 Announcements

10.2.1 The next School Board meeting is scheduled for **Wednesday, June 2, 2021** at 6 PM in the Auditorium at Sanborn Regional High School.

11. NON-PUBLIC SESSION-RSA 91-A: 3 II (j) (k)

Chair Dutton asked for a Motion to enter a non-public session.

Mr. Broderick asked for a Motion to enter a Non-Public Session per RSA 91-A: 3 II (J) and (k). Motion seconded by Ms. Mahoney.

Roll Call Vote- All in Favor

12. Meeting adjourned at 7:17 PM

Minutes Respectfully Submitted by:

Phyllis Kennedy
School Board Secretary

Continuing Public Minutes of 5-19-21
SANBORN REGIONAL SCHOOL BOARD

All School Board members were present.

Mr. Broderick made a Motion to exit the non-public meeting at 8:10 PM, seconded by Ms. Mahoney.

Roll Call Vote: All in Favor

Public meeting re-convened at 8:10 PM

Mr. Broderick made a Motion to seal the non-public Minutes in perpetuity, seconded by Ms. Bashaw.

Roll Call Vote: All in Favor

Meeting adjourned at 8:10 PM

Recorder Mr. Thomas Ambrose