

# SANBORN REGIONAL SCHOOL BOARD MEETING

## MINUTES

6-22-22

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, June 22, 2022, in the Library at Sanborn Regional High School.

**SRSD SCHOOL BOARD MEMBERS:**

Dawn Dutton, Chair  
Jim Baker  
Moiria Bashaw  
Rick Edelman  
Jamie Fitzpatrick, Vice Chair  
Heather Ingham  
Tammy Mahoney (excused)

**STUDENT COUNCIL REPRESENTATIVE:**

JJ DeFeo

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent  
Matthew Angell, Business Administrator

1. Call to Order

Dawn Dutton, Chair  
Pledge of Allegiance

2. Action on Minutes- Review of Minutes of [5-25-22](#), [6-1-22](#), and [6-16-22](#)

**Chair Dutton asked for a Motion to approve the Minutes of 5-25-22, moved by Ms. Ingham and seconded by Ms. Bashaw.**

No discussion

**Vote: All in Favor**

Ms. Ingham commented on the Minutes of 6-1-22, saying under Policies (on pg.6), Mr. Fitzpatrick's statement should be amended to say the following:

Mr. Fitzpatrick said I think everyone has reviewed the policies and this is **not** the first time that we are seeing it, so I don't have any concerns with what is written.

**Chair Dutton asked for a Motion to approve the amended Minutes on page 6 of the 6-1-22 Minutes, moved by Ms. Ingham and seconded by Mr. Fitzpatrick.**

No further discussion.

**Vote: All in Favor**

**Chair Dutton asked for a Motion to approve the Minutes of 6-16-22, moved by Ms. Ingham and seconded by Ms. Bashaw.**

No discussion.

**Vote: All in Favor**

### 3. Communications

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

3.2 Nominations-Superintendent Ambrose asked for the following nominations for 2022-2023.

<u>School</u>	<u>Position</u>	<u>Actual Salary 2022-2023</u>	<u>Budgeted Salary 2022-2023</u>
<b><u>Memorial School</u></b>			
Adrian Alford	Principal	\$110,000	\$108,333
<b><u>Middle School</u></b>			
Blair Bulsza	8 <sup>th</sup> Grade STEM	\$39,748	\$67,334
<b><u>High School</u></b>			
Nichole O'Brien	Assistant Principal	\$110,000	\$102,545
Timothy Westphal	Assistant Principal	\$100,000	\$ 96,585

**Chair Dutton asked for a Motion to approve the nominations, moved by Ms. Ingham, and seconded by Ms. Bashaw.**

Mr. Ambrose said I want to note that many of our candidates for Principalships and Assistant Principalships had many opportunities, and they chose to join Sanborn and we are very, very happy about that.

Mr. Fitzpatrick added saying there were a number of interview committees that consisted of parents, teachers, school board members, administrative assistants; a large group of people that got together and it was quite good to see that in the end, there was unanimity in the assessments of the candidates. It was a strong consensus that said these are the right candidates from all the parties involved, which was nice to see.

Mr. Ambrose thanked the School Board for unanimously supporting the candidates that the teachers chose, which is important to note.

**Chair Dutton asked for a Motion to approve the nominations, seconded by Ms. Bashaw.**

No further discussion.

**Vote: All in Favor**

- 3.3 Resignations- Mr. Ambrose asked that the following resignations be accepted with regret for the 2022-2023 school year:

**District**

Anthony Foye

Music Teacher

**Bakie**

Kaley Coburn

1<sup>st</sup> Grade Teacher

Melissa Khalil

Pre-K Teacher

Heidi Orestis

Library Teacher

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

No discussion

**Vote: All in Favor**

- 3.4 Superintendent's Report – Mr. Ambrose read the following which has been sent out to the staff and the community:

We are all very sad to see some of our administrators move to bigger and better opportunities. We are very happy for them and wish them well in their new roles. Fortunately, we have some excellent new hires.

We want to thank the fun and energetic group of staff, parents, and school board members who met to conduct interviews for our building administrative staff. For the high school principal position, we had two teams and over 20 participants. Diana Rooney and I participated in each group and were impressed by the process and the great questions and insights of all the team members.

The school board unanimously supported the staff and the interview committees by supporting the following new hires:

High School Principal: James Dupille has served as Principal of the Silver Lake Regional High School located in Kingston, MA for the past 11 years. He brings his innate ability to work with staff and students to promote a positive culture, safe environment, and a student-focused learning environment.

High School Assistant Principal: Timothy Westphal has been an assistant principal at Franklin High School for the last two years. Prior to Franklin, he worked at Goffstown High School for 17 years as a teacher and then as Interim Dean of Students before moving on to Franklin. He is committed to positive student conduct within the high school and will help the administrative team develop a positive culture among students.

High School Assistant Principal/Curriculum Coordinator: Nichole O'Brien taught at Pinkerton Academy for 9 years. In January she took an Interim Assistant Principal position in Merrimack, NH at their middle school. She is excited to bring her knowledge of effective curriculum instruction with students to Sanborn.

Middle School Assistant Principal: Jay Trafton spent the last four years as an assistant principal of Franklin Elementary School. His experience building a positive culture for student behavior and academic engagement will be a great addition to the middle school.

Memorial School Principal: Adrian Alford served as an Assistant Principal at the Northwood School in Northwood, NH for 6 years. He comes from a counseling background and brings a commitment to enhance student learning while maintaining a positive culture among staff and students. Adrian is all about the students and he can't wait to meet more of the Memorial School community.

Memorial School Assistant Principal: Meredith Davine served as the Assistant Principal of Student Services at the Clark-Wilkins Elementary School in Amherst, NH for the past school year. Prior to this, she was the Special Education Coordinator at the Merrimack Middle School in Merrimack, NH for 7 years. Her knowledge of special education and building relationships with staff, students, and families will be a tremendous asset to Memorial.

A number of our new administrators received multiple offers from other school districts and chose to join the team at the Sanborn Regional School District. We are looking forward to a great school year and we will be setting up meet and greet times soon!

Superintendent Ambrose added that that we have filled positions despite the national and state level difficulty filling administrative positions. Not only have we filled all of our positions, but we filled them with experienced people. There are districts that are literally having to ask staff to take administrative roles and get emergency local authorization per a letter from Commissioner Frank Edelblut today because they can't get administrators. So, kudos to everyone on our team from the staff to the parents, and the Board for attracting some of the best candidates in the pool this year. It is really something to celebrate.

#### 4. Committee Reports

4.1 Policy – Ms. Ingham reported on policies at the last meeting

4.2 EISA – No report

4.3 Finance- Mr. Fitzpatrick reads the report from June 1, 2022, as follows:

Attending: R Edelman, J. Fitzpatrick, M, Angel, T. Ambrose  
M. bashaw joined the meeting in progress

Minutes of 02/23 and May 4 reviewed. R. Edelman Motioned to approve. J. Fitzpatrick 2<sup>nd</sup>. Both R. Edelman and J. Fitzpatrick voted to approve. M Bashaw not present at this point of the meeting

M. Angell Reviewed his Business Administrators comments:

- Electrical rates

Will seek rates from 5 companies in Nov. Will try to incorporate the towns in the negotiations

- Group net metering

Met 5/26. Received 3 proposals to evaluate the project. Next meeting June 8, 2022. Expectation that a vendor will be selected for providing proposals and options to the committee.

M. Angell note that the main concern was that power from grid would be at retail full price. He may need reserves in case the Solar panels go down. Currently we buy at wholesale which is significantly less.

M. Angell stepped through analysis of energy use in the district. Analysis shows that using boilers to preheat Memorial School for heat exchange optimization has been shown to be not effective.

- Fiscal Condition of the District

Towns of Kingston and Newton current in monthly payments

Fremont has paid Q3 bill

M. Angell projects that we will meet projected Revenues by year end.

- Change of Encumbrances

M. Angell reviewed the PO history for the year, which also shows the open value of all PO's.

Revenues and Expenses:

Non health Expenditures

YTD through April 30	\$ 22.164M
Encumbrances	\$ 6.848M
Remaining unencumbered	\$ 1.377M

Health Expenditures

YTD through April 30	\$ 3.29M
Encumbrances	\$ 1.04M
Remaining unencumbered	\$ 0.59M

Reserve Funds

Special Education Trust	\$241,217 (No change as reporting is now qtrly)
Capital Improvement and Maint. Fund	\$273,078 (No change as reporting is now qtrly)
Unanticipated Educational Expenses	\$200,228 (No change as reporting is now qtrly)
Facilities use Revolving Fund	\$248,327 (~ 12K increase)

Energy Trust fund will be funded after July 1 when the fiscal year closes.

M. Angell noted the following approved items from last board meeting would be taken from Facilities use Revolving fund:

Teacher laptops ~	\$50.7K
Student iPads~	\$ 6.2K
Chrome books ~	54.5K

Overall Total including 1,507,864 (including the 545K of contingency funds from 2021)

Chase Field cost review

Quote was 22K

Actual was 24,220 (difference was additional approval for seeding to ensure timing for start of season)

Contingency Withholding of 2.5%

A total of \$537,817 will be presented to the board for approval to withhold.

Year End Projection of unexpended funds

Current Projection is that between \$800K and \$1M even though it actually is currently calculating at \$1.2M.

M. Angell is still working on cleaning up open PO's where no additional deliveries are expected / needed. They will be scrubbing this after the end of the school.

### Budget Adjustment

Needed to address special Ed IEP requirement

#### **FISCAL YEAR - 2021-2022**

Account #	Account Description	Amount Increased	Amount Decreased
10.1211.19.55640.2.25.00000000	Tuition Non-Public Summer		\$600.00
10.1231.00.53300.2.25.00000000	Connections Consultation		\$2,000.00
10.1244.00.53300.2.25.00000000	Other Professional Services - Zones		\$2,000.00
10.1210.19.55610.2.25.00000000	Tuition In-State - Special Education		\$33,251.00
10.1210.19.55610.3.27.00000000	Tuition In-State - Special Education		\$8,400.00
10.1210.19.53300.2.25.00000000	Other Professional Services - Special Education	\$46,251.00	

Motion made to approve by M. Bashaw. 2<sup>nd</sup> by R. Edelman. Unanimously approved.

M Angell noted need for \$36,820 for pump replacement of Bakkie Sewer line. He will bring to the next board meeting

Also need to line the sewer line at Bakie for \$59,750 to avoid having to jackhammer the line out.

R. Edelman asked for a warranty

This will also be brought to the board at the next meeting.

### Audited Financial Statements

They found that we are in compliance with generally accepted financial standards.

2 sets of numbers provided and reviewed

Accrual Basis (primarily used by bond investors) and Fund Basis (this is what is reported to the committee monthly)

Reviewed management letter that highlighted areas of improvement for the district.

- 1) Tighten controls on student activity funds (timing of deposits / spending and approvals).
- 2) Credit card in 2 instances lacked supporting documentation.
- 3) Payroll Documentation – rates of pay of special assignment lacked documented approval.

### Project Management Tracking tool

Track spending across all different funds.

\$2,340 to purchase.

Annual Main \$1,428

Implementation cost \$1,260

4.4 Facilities- Mr. Baker said they met tonight and made great progress on the CIP Plan. The next meeting is 8-17-22 at 4 PM.

4.5 Public Relations – No report

4.6 Personnel – No report

4.7 SST – No report

4.8 Budget – No report

4.9 Wellness – No report

5. Student Council Representative Report – Mr. DeFeo reported as follows:

All of the students are really excited that it's summer break finally. It was a tough year coming back and adjusting back from our COVID year two. Now we are here, so we're all excited about that.

The only big thing that I have is Student Council is starting our planning of Homecoming and I'm not sure if Jocelyn told you a couple meetings ago or not, but the incoming seniors are going to be the overall theme is biomes and the grade level themes are as follows: seniors-jungle, junior's -ocean, sophomores-tundra and freshmen have not yet decided.

6. 1<sup>st</sup> Public Comment- Chair Dutton Board Chair Dawn Dutton read a statement prior to Public Comment regarding the Board policy for conducting Board meetings and rules of order.

There was no public comment from anyone.

7. New Business

7.1 Budget Adjustment- Mr. Angell said at this time of year, I bring forward a request to transfer appropriations for several initiatives and these are going to be line-item transfers between appropriation in our budget. Mr. Angell said he is transferring money in and out of Special Education to get some of these initiatives done. He reviewed the list of accounts supporting



his request. He recommends that the school board approve all the line-item transfers.

Ms. Ingham asked if about approving this list if we haven't discussed the auditorium and running track.

Mr. Fitzpatrick recommended that we approve the line-item changes excluding those two items.

**Ms. Ingham made a Motion to approve all items (referenced by Mr. Angell) except the running track and auditorium upgrades. Motion seconded by Mr. Fitzpatrick.**

Mr. Edelman asked about the Bakie pumps and Mr. Angell responded.

**Vote: All in Favor**

- 7.2 Contingency Fund- Mr. Angell said many years ago, the voters allowed the School District to set aside 2.5% of the net assessment into what is called the *Contingency Fund* which has to be voted on every year by the School Board or it gets returned to the taxpayers. Last year it was \$545K and what I am recommending is \$537,817K. Mr. Angell explained the tax bill as it relates to the state and local share of education. These funds are used for emergency purposes and the School Board has to have a public hearing. This does not have to be completed by the end of the fiscal year, but he would prefer to have it done by then for auditing purposes.

Discussion ensued.

**Ms. Bashaw made a Motion to approve the 2.5% (\$537, 817) for the Contingency Fund, seconded by Mr. Edelman.**

Discussion ensued on the tax impact to towns, the potential to reverse decision, and having emergency funding available.

**Vote: All in Favor**

- 7.3 Acceptance of \$500 Donation- Mr. Angell reviewed the donation from Exxon Mobil Educational Alliance Program which can be used for science, technology, math, or STEM programs.

**Mr. Baker made a Motion to accept the \$500 donation from Exxon Mobile, seconded by Ms. Ingham.**

The Board expressed their appreciation for the donation.

**Vote: All in Favor**

- 7.4 Authorizations

7.4.1 Authorize Superintendent to hire over summer- Superintendent Ambrose said he needs the Board's approval to hire over the summer.

Mr. Baker asked if this was to hire replacement positions. Mr. Ambrose said yes, and the School Board does not need to be there to approve these authorizations as we do not meet until 8-17-22.

**Ms. Ingham made a Motion to approve the Superintendent have authorization to hire over the summer, seconded by Mr. Edelman.**

**Vote: All in Favor**

7.4.2 Authorize Superintendent to issue long-term suspensions over summer- Mr. Ambrose said with summer programs and if somethings happens, I will need the authorization.

**Ms. Bashaw made a Motion to authorize the Superintendent to issue long-term suspensions over the summer, seconded by Ms. Ingham.**

No discussion

**Vote: All in Favor**

7.4.3 Authorize Business Administrator to pay bills /payroll over summer

**Mr. Baker made a Motion to approve authorizing the Business Administrator to pay bills over the summer, seconded by Ms. Ingham.**

No discussion

**Vote: All in Favor**

7.5 Approval of updated Kingston School Resource Officer (SRO) Agreement- Superintendent Ambrose said I believe in my professional opinion, there are two things that mitigate school shootings; the placement of a police officer who is armed at a public school and the placement of a police car in front of a school. Many people have reached out to me and to Chair Dutton about Bakie School as the Memorial has an officer located at the school (cost split 50%with the Seacoast Learning Collaborative next door) for the school year only.

We recently approved (and we had been working on this prior to this year) having the safety officer at the high school be an armed police officer approved.

Moving forward I asked Mr. Angell to look into the budgeting implications of what we could do to fund a resource officer and he has looked at some of the reserve funds for this year, so that it would then go into the budget for next year and we're recommending that we add a school year Resource Officer to the Bakie School for the safety of our students.

Mr. Angell said he would be applying for a federal grant first or facility use funds.

Discussion ensued.

**Mr. Edelman made a Motion to approve the updated Kingston School Resource Officer (SRO) agreement, seconded by Ms. Ingham.**

**Vote: All in Favor**

## 7.6 Staffing

7.6.1 Withdrawal of Grade One Teacher Salary from Unanticipated Expense Trust Fund- Mr. Ambrose said the 1<sup>st</sup> Grade has too many students at 21 per class and I am asking for Contingency money to use the funds for this position. Having this position will bring the class size down to 16.

Discussion ensued.

**Ms. Ingham made a Motion to approval the Withdrawal of Grade One Teacher Salary from Unanticipated Expense Trust Fund, seconded by Mr. Edelman.**

Mr. Fitzpatrick needs more time to understand and gather more information on other options.

Mr. Ambrose said the number one problem in schools right now is staffing and Bakie has a shortage problem that is critical.

Mr. Edleman confirmed with Mr. Ambrose that the Bakie Principal agrees with this and that the school board hired the Principal and charged them both with running the school on the budget, so this is his recommendation.

**Vote: 4 in Favor, 2 opposed (Baker, Fitzpatrick) Motion passes.**

7.6.2 Withdrawal of two Special Education teacher salaries from the Special Education Expendable Trust Fund- Chair Dutton said if no one opposes, we will move this agenda item to after the Non-Public Session.

## 8. Old Business- (Chair Dutton moved 8.4 and 8.5 up on the agenda)

8.1 Track Update- Mr. Angell said we have contacted 7 companies for proposals but have only received 2 proposals back.

Mr. Angell detailed the proposal from Maine Tennis & Track (\$133, 950 to be completed by late summer 2022 with a two-year warranty) and Cape & Island (\$135,300, completed in summer 2023 with a two-year warranty)

Discussion on the materials and disposal of waste ensued.

**Ms. Bashaw made a Motion to approve the Maine Tennis & Track quote, seconded by Mr. Edelman.**

**Ms. Bashaw amended her Motion to approve the Maine Tennis & Track quote and transfer it in the budget. Mr. Edelman seconded the amended Motion.**

No further discussion.

**Vote: All in Favor**

- 8.2 Auditorium Update- Mr. Angell said we obtained 5 different quotes and we would like to recommend theater lights from Port Lighting and audio-visual equipment from AVI Pro. Mr. Angell detailed the facts and benefits of both companies. Mr. Doyle reviewed another company who cannot match our price or time frame. Mr. Parks and Doyle gave input on the details of companies and the products

Discussion ensued on aspects of the fixtures/lighting, price increases vs. old quotes, timing of what needs to be addressed, and what is best for the student experience right now within the budget.

**Mr. Edelman made a Motion to approve Port Lighting and AVI Pro for the Auditorium, seconded by Ms. Bashaw**

**Mr. Edelman amended his Motion to approve Port Lighting and AVI Pro for the Auditorium and approve the budget transfer. The amended Motion was seconded by Ms. Bashaw.**

Mr. Baker asked about unexpended funds being used that would otherwise go Back to taxpayers. He believes we are adding on a lot of costs and if we do this again next year, budgets and contracts could be in trouble. He discussed Fremont.

Ms. Bashaw agrees that contracts are extremely important and said that we will have to be creative next year due to not only the budget but because of inflation too.

Superintendent Ambrose talked about the history of contracts not passing but said we need to maintain this facility.

Mr. Edelman said we can't neglect a building because you don't want to spend the money and then not expect a big-ticket item later.

No further discussion.

**Vote: 5 in favor, 1 opposed (Fitzpatrick)**

- 8.3 Grading Results Discussion/ Decision- Mr. Ambrose has spoken to students, staff, Ms. Desrochers (taking Dr. Haynes position), Ms. Michitson (talking Ms. Desrochers' position) and reviewed the survey data. As a result, which the staff agrees with, we will be instituting the following:

- 100-point scale w/letter grades for grades 6-12
- Change the way reassessments are done at the High School
- Homework Counts

We will work with teachers to iron out details. He met with every teacher in

grades 7-12 and the clear consensus was “thank-you”.

K-2-will be status-quo

3-5-he recommends working with teachers to figure out how to proceed in the fall of 2023.

Mr. Ambrose recommends approving the 100-point scale with letter grades for grades 6-12 tonight.

Mr. Fitzpatrick agreed with Mr. Ambrose’s summary and gave a short presentation which stepped through the process of the grading information decision.

**Mr. Fitzpatrick made a Motion to adopt a 100-point scale grading system that is then translated to A-F letter grades (with both available for review each marking period) for grades 6-12, starting with the beginning of the School Year 22-23 and that we adopt a 0-100 scale grading system that is then translated to A-F letter grades (with both available for review each marking period) for grades 3-5, with a review of timeline and issues and concerns by October 2022, with full implementation for school year 23-24.and that we continue to discuss, review and revise the grading system in Pre-K through 2 and establish a proposal by March 2023 for implementation for school year 23-24. Motion seconded by Ms. Bashaw.**

Discussion ensued on the Motion.

**Vote: All in favor**

- 8.4 Strategic Plan Discussion/ Decision- Mr. Ambrose said I have spent hours on this so unless anyone has any burning questions, I would like to approve it.

**Ms. Bashaw made a Motion to approve the Strategic Plan, seconded by Ms. Ingham.**

Mr. Baker recommended the School Board take on the task of looking at revising the vision statement. He offered a version of what would work as an example.

Discussion ensued.

**Vote: All in favor**

**Superintendent Ambrose and the Board thanked Dr. Haynes for all her hard work.**

- 8.5 SST Representative on the School Board- Mr. Ambrose needs a representative to attend SST meetings with him. Ms. Ingham volunteered to be the SST School

Board Representative.

9. 2<sup>nd</sup> Public Comment - None
10. (7:00- 8:00 PM) Training on Roles and Responsibilities in Joint Session with School Board and Budget Committee- Attorney James O'Shaughnessy from Drummond Woodsum presented the topic. To view, please click on the following link:  
<https://nhsba.org/wp-content/uploads/2020/04/Roles-Responsibilities-4-2020.pdf>

11. Other Business

11.1 Next Meeting Agenda

11.2 Announcements

11.2.1 **The next Sanborn Regional School Board meeting will be held on Wednesday, August 17, 2022, at 6:30 PM** in the Library at Sanborn Regional High School.

12. Non-Public Session-RSA 91-A: 3 II (c) – **Ms. Ingham made a Motion to enter a non-public session per RSA 91-A: 3 II (c), seconded by Ms. Bashaw.**

**Roll Call Vote: All in favor**

13. Adjournment- Meeting adjourned at 8:34 PM

Minutes Respectively Submitted by:

Phyllis Kennedy  
School Board Secretary

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**Sanborn Regional School Board  
Continuing Public Minutes**

**6-22-2022**

**Time: 9:15 PM**

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

**Roll Call Vote: All in favor**

**Mr. Edelman made a Motion to seal the Minutes in perpetuity, seconded by Mr. Fitzpatrick.**

**Vote: All in favor**

**Ms. Bashaw made a Motion for a withdrawal of two Special Education teacher salaries from the Special Education Expendable Trust Fund only if necessary, seconded by Ms. Ingham.**

**Vote: All in favor**

**Meeting adjourned at 9:18 PM**