

**SANBORN REGIONAL SCHOOL BOARD MEETING
May 20, 2015**

A regular meeting of the Sanborn Regional School Board was held on Wednesday, May 20, 2015. The meeting was called to order at 7:17pm by School Board Chairperson Mr. Jon LeBlanc, in the library at Sanborn Regional High School, Kingston, NH. The following were recorded as present:

SCHOOL BOARD MEMBERS:

Jon LeBlanc, Chairperson
Wendy Miller Vice Chairperson
Jan Bennett
Nancy Ross
Corey Masson
Roberto Miller
Isabella Dunham, Student Council Representative

ADMINISTRATORS:

Dr. Brian J. Blake, Superintendent of Schools
Jennifer Pomykato, Director of Student Services
Carol Coppola, Business Administrator

EXCUSED:

Dustin Ramey
Gail LeBlanc, School Board Secretary

The meeting began with a salute to the flag.

REVIEW AGENDA

Dr. Blake asked to move 14b Superintendent goals to non-public; table item 14d Transportation Bid (awaiting additional information); add 14g Substitute Nurses.

STUDENT COUNCIL REPORT – ISABELLA DUNHAM

Ms. Dunham reported that the HS Student Council Plant Sale will be held on May 30, 2015 (9am-12:30pm). Ms. Dunham said that the public may drop off their perennial plant donations on May 29, 2015 (3-5pm). Ms. Dunham reported that elections for Freshman will be held on Friday 5/22 and other classes all next week. Ms. Dunham reported she will speak to the 8th graders in Fremont to clarify the election process. Dr. Blake asked about the voting regulations for Student Council. Ms. Dunham outlined the requirements of the election procedures which have clear deadlines and filing requirements. Board members engaged in discussions on strategies to include students from all three communities.

SCHOOL BOARD COMMITTEE REPORTS

Budget Committee

Ms. Ross reported that the Budget Committee met on Friday May 8 with the sole purpose of electing officers. Ms. Ross reported that Cheryl Gannon was elected as president and Patty Stephan as vice-chair. As the new chair, Ms. Ross stated that Ms. Gannon asked for expectations from the budget committee. Ms. Ross stated that there was a request for a report of unexpended funds which was provided by the SAU. Ms. Ross explained the Committee reviewed procedures and protocols for communication with all agreeing that all communication will be funneled through the Chair. Ms. Ross stated that Ms. Gannon asked for volunteers to serve as mentors. Ms. Ross is working with the Ms. Collyer as a new Committee member. The next Budget Committee meeting will be June 11 but Ms. Ross is unable to attend.

Seacoast School of Technology

Mr. Masson reported that the SST Board is reviewing the district seat allocation rules including districts' enrollments caps. Mr. Masson stated that accordingly to SST census, Exeter sends 40% of the student population. Mr. Masson stated that SST is evaluating program offerings and may survey all 8th graders to gather program interest. Ms. Miller asked which 8th graders would be surveyed? Mr. Masson replied all middle schools of the six SST communities would be surveyed. Mr. Masson added that SST is considering expanding age groups of enrolled students to include lower high school grades.

SCHOOL BOARD CHAIRPERSON'S COMMENT

Mr. LeBlanc congratulated the HS students on a successful prom and thanked the administration for attending the Newton-Kingston Taxpayers Association forum last evening (5/19/15). Mr. LeBlanc is hopeful for increased readership of minutes and increased attendance at the various meetings while thanking those in attendance at this meeting. Mr. LeBlanc stated that copies of the School board Goals are available for public review.

PUBLIC COMMENT

Ms. Shannon Alvarado of Newton stated that the student dress code needs to be clarified at the high school. She explained that finding appropriate clothing as allowed under the current dress code is difficult. Ms. Alvarado provided photos of clothing now available in the stores. Ms. Alvarado stated that clarification and descriptors of accepted clothing, such as girls' short length, would be helpful.

Annie Collyer of Newton stated that she sees partially empty regular busses and special education busses traveling across the District, asking the district to consider the savings of increasing number of riders, thereby decreasing busses. Ms. Collyer reminded the Board that the video shared by Dr. Blake may not be reflective of the Sanborn communities. Sanborn schools are not responsible for all the many things listed such as public school tasks.

Cheryl Gannon of Kingston stated that as the newly elected chair of the SRSD budget committee. She stated that she looks forward to working with the administration and community during the upcoming budget season. As a member of the public, Ms. Gannon reported that it will be a tough year to create a budget after the personnel cuts and other cuts that happened as a result of a default budget. Ms. Gannon stated that she looks forward to preparing a budget that will be accepted by the taxpayers.

SCHOOL BOARD COMMENT

Mr. Masson applauded Ms. Miller and Mr. Miller for their efforts as members of the Newton-Kingston Taxpayers Association and thanked the Leadership Team and Dr. Blake for their participation and involvement in forum of last evening (5/19). Mr. Masson asked about the number of parents in the audience after counting the administration and school board. Mr. Masson stated that the Board progress reports could include the five year trends at which our students are performing; whether more students are able to attend and participate in college education; and, how many students are pursuing the careers they identified. Mr. Masson stated that the district report card must reflect students and how we measure college and career readiness. Mr. Masson wished everyone a great holiday weekend.

Ms. Bennett welcomed Ms. Gannon and congratulated her as Budget Committee Chair, thanking her for her ongoing efforts to support the budget process.

Ms. Miller thanked the Newton-Kingston Taxpayers Association for inviting the administration to the last meeting. Ms. Miller stated that at the next Policy meeting, she will bring forward the dress code questions and concerns as presented by a member of the audience.

Mr. LeBlanc stated he also recognize the challenge of finding appropriate dress for high schoolers, being the father of daughters. Mr. LeBlanc thanked those members of the public for joining tonight's meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

a. School Board Goals

Mr. LeBlanc stated that the Board's work session last week yielded four goals and read these goals into the minutes. School Board goals are attached to the minutes. Ms. Ross made the motion to accept the goals as drafted by the Board with second by Ms. Miller. Discussion followed. Ms. Ross commented thanked the board for their hard work. Ms. Miller thanked everyone for working as a team although it was hard work. Mr. LeBlanc thanked Mr. Masson for recording the goals development process and then creating the final document. Vote was unanimous.

c. Bid Award – Copier

Ms. Coppola summarized the process by which the district sought bids. The district now has 4 copier bids with two vendors submitting two bids. There are 12 copiers within the district that are four years old. Because of the durability of the current copiers, the district decided to request bids for another four years. Request for proposals was issued March 30 with advertisement in Eagle Tribune and on the District's webpage with responses due April 30 and start date of July 1. The District decided to go with Canon based on the experience with this product over the past years. Product and service were the criteria for review of the bids while considering independent reviewed of each product. Ms. Coppola reported that after reviewing bids and consultation with the Technology Director, the District recommends going with Kyocera Document Solutions of New England. Mr. LeBlanc asked about the previous products used by the district with explanation by Ms. Coppola. Ms. Ross made the motion to award the bid to Kyocera Document Solutions of New England. Ms. Bennett seconded. Voted was unanimous.

e. Strategic Planning Committee

Dr. Blake explained that the district is in its last year of the five year strategic plan. A detailed analysis completed by an intern with Dr. Blake reported that more than 70% of those goals were completed two years ago. Dr. Blake explained that the Board acknowledged that during the writing of the plan, there would be goals that would not be met. Dr. Blake will complete a status review for the Board and then publish an invitation for district members and community members to participate in the development of the new strategic plan. Dr. Blake reported his goal is to complete this new plan by the opening of the next school year. Mr. LeBlanc asked if there are volunteers for the new strategic planning committee. Dr. Blake reported there are. Mr. Masson asked if the strategic plan will align with the budget process and the budget committee. Dr. Blake stated that while funding will be one of the areas of the strategic plan, he is hesitant to develop a plan that just meets the goals of the budget. Mr. Masson stated that if there is budget impact of goals within the strategic plan, he would like to know the financial implications and the plan if funds are not available to meet those goals. Dr. Blake stated that the purpose of the strategic plan is to create a vision and a long-range plan for the District. Mr. Masson asked if there could still be budget implications included. Ms. Bennett stated that budget restrictions could limit the plan. Mr. Miller stated that monetary impact is a reality that the strategic plan must consider the revenues while deciding the goals.

f. Nominations – Dr. Blake

Dr. Blake asked to put into nomination Mr. Kevin McGinty who will replace Greg Connors who resigned. Mr. McGinty has 15 years' experience with 9 of those years teaching Chemistry and is returning to the area from Colorado with a salary of \$56,932. Motion made by Ms. Bennett to move the nomination of Mr. McGinty with second by Ms. Ross. Discussion held. Mr. Masson asked for the number of applicants for this position and asked for clarification on the

applicant's resume, which Dr. Blake reviewed. Dr. Blake stated that in the future, he could provide the number of applications for each position. Vote was unanimous.

g. Substitute Nurses – Dr. Blake

Dr. Blake explained that the district is running into a significant problem with hiring substitute nurses. Dr. Blake explained that at this time, all substitutes are paid at \$80/day, including nurses; given the limited nurses available, the district schools are often without a nurse. Other school districts face the same dilemma, Dr. Blake reports except in Timberlane School District where nurse substitutes are paid \$175/day. Dr. Blake explained the district tried using agency nurses, but their rate is \$42/hr. There are four school nurses who are not out often but without nursing care during absences it raises a question of liability. For this reason, Dr. Blake recommends increasing the nurse sub pay to \$175/day to be competitive and to increase the number of nurses willing to be substitute nurse. Ms. Ross asked if the district would draw from the same of regional pool of nurses. Dr. Blake stated yes. Mr. Miller asked if a substitute is required if a nurse is absent. Dr. Blake replied yes and that Sanborn has only one possible sub nurse. Dr. Blake report that due to the complexity of the required nursing services in schools, the medical needs are well beyond that of basic nursing supports. Mr. Miller asked what happens if there are no nurses. Dr. Blake stated that the district hopes there are no major issues. Ms. Miller commented that sub nurses qualifications include licensing but a sub teacher is not required to hold a certification. Mr. Masson asked if this could be a short-term solution. Ms. Bennett stated that this is a long-term issue. Ms. Bennett asked about the substitute rate and how it is calculated. Ms. Coppola explained that substitute budget lines are calculated using an average over the previous three years. Mr. Masson made the motion to increase the substitute rate for nurses to \$175/day for the remainder of this fiscal year and that this issue be revisited and revised by the policy committee next year. Ms. Bennett seconded the motion. Vote was unanimous.

COMMUNICATIONS SEND/RECEIVED

Dr. Blake received a letter from the Fremont School District Superintendent inviting the Sanborn Regional School Board to meet at the Fremont District. Four topics were listed by the Fremont Superintendent: 1) Challenge of declining enrollment; 2) Fiscal responsibility; 3) Opposing student voices and time to be heard; 4) Explanation of PACE. The Fremont School Board is reviewing the surveys of completed by the Fremont Sophomores and Seniors. The board selected Wednesday 5/27 at 6:30pm at the Fremont Library for the next joint boards' meeting. Ms. Miller asked if the Sanborn Board could have a copy of the summary of the sophomore and senior surveys. Dr. Blake will request a copy.

AGENDA ITEMS FOR NEXT REGULAR MEETING

Transportation Bid award
Middle School roof update

District donations requiring Board vote
School Board summer schedule
Template for the district performance report
District challenge of lice prevention

PUBLIC COMMENT

Annie Collyer thanked Dr. Blake and the administration for coming out for the discussion at last evenings Newton-Kingston Taxpayers Association. Ms. Collyer stated that many community members follow minutes and the blog posted on the Newton-Kingston Taxpayers Association website as indicated by the number of "hits". Ms. Collyer stated that 70% of the budget is for salaries, benefits and capital expense items. Ms. Collyer asked for the board to carefully look at class sizes as research supports that having the best teachers is a priority but the district cannot support a 4% increase each year to support the number of teachers and staff. Ms. Collyer asked the board to consider increased class sizes; to consider reduced teaching reducing sections and to consider using on-line VLACS courses in lieu of teachers.

Ms. Gannon commended the board on the school board goals, which are reasonable and achievable and include periodic reporting on those goals. Regarding goal #1, Ms. Gannon asked for clarification on the Seminary campus. She reminded the board that the process by which the board selected the last plan did not have adequate community participation. Ms. Gannon suggested that for the next Seminary Campus plan there be increased advertising about budget impact. Regarding the strategic plan, Ms. Gannon asked to have the community involved to participate as well as teachers and high school students. Ms. Gannon asked if there is a projected date for the middle school grade 8 wing to be reopened and if anyone from the Board attended the May 8 Selectman's meeting.

SCHOOL BOARD COMMENT

Ms. Ross explained that while the strategic planning committee is being formed, there have not yet been invitations to other members but there will be as in the past. Ms. Ross explained that the strategic plan steering committee will make the decision for when to meet and the feasibility of completing each goal with the monetary cost associated. Ms. Ross stated that the purpose of the strategic plan is to explore options for the district. Ms. Ross stated that the Board's next agenda includes the middle school roof status report.

Ms. Miller stated that she and Dr. Blake attended the Selectmen's meeting of the three communities (Kingston, Newton, and Fremont). Ms. Miller stated she is concerned how big this joint committee's membership will become. She stated that the attendees identified other groups that could contribute to the discussion.

Mr. Masson read a quote about the budget process and strategies to secure funding.

ANNOUNCEMENTS

The next Sanborn Regional School Board Meeting will be held on Wednesday, June 3, 2015 at 7:00 pm in the Library, at the Sanborn Regional High School, 17 Danville Road, Kingston.

The next Budget Committee Meeting will be held on June 11, 2015 at 7:30pm.

The next Policy Committee Meeting is TBD.

NON-PUBLIC SESSION RSA 91-A: 3 IIa and c

Motion made by Ms. Ross to enter non-public under RSA 91-A: 3 IIa and c (personnel and matters likely to affect the reputation). Ms. Pomykato polled the Board. The Board entered non-public session at 9:12pm.

Respectfully Submitted,

Jennifer Pomykato, Recorder

Attachment: School Board Goals 2015-16

Approved 5/22/15

SAU 17 - School Board Goals 2015 / 2016

SAU 17 - Meetup May 13th, 2015
Corey, Dustin, Jan, Jon, Nancy, Wendy, Roberto
Theme for Today
School Board Goals

Results
<p>We as a School Board will develop a Community Relations and Communications Plan by which will we adopt the Core Values of the District Strategic Plan.</p> <p>We believe (1) that we have the responsibility to communicate effectively with our community; (2) that meaningful public engagement supports our goals, and (3) that effective communication is a two-way process.</p> <p>We will identify the work necessary to become a high performing school district.</p>

SAU 17 - School Board Goals 2015 / 2016

Goal 1: Seminary Campus Plan

Develop and implement a Facilities Plan to address short and long-term action plan as appropriate for the Seminary Campus

Objective	Action	Responsible Party	Timeline
<p>Consider the economic impact the Seminary Campus has on the community such as, but not limited to the following factors: infrastructure, property and housing values, as well as surrounding land uses.</p>	<ul style="list-style-type: none"> ● Identify course of action for each of the facilities ● Seek legal council on Seminary Campus options 	<p>School Board, Leadership, Board of Trustees</p>	<p>12/31/2015</p>
<p>Provide course of action plan to the communities</p>	<ul style="list-style-type: none"> ● Add article to warrant ● Publish Recorded minutes from AdHOC Committee proposal 	<p>School Board, Leadership, Board of Trustees</p>	<p>12/31/2015</p>

SAU 17 - School Board Goals 2015 / 2016

Goal 2: Community Partnership

Cultivate an environment of trust and commitment to the communities in which we serve.

Objective	Action	Responsible Party	Timeline
<p>Making the school board "decision-making process" more accessible and understandable to community</p>	<p>Publish articles in carriage town news on significant issues (Charter School, Roof Collapse, etc.) as supplemental material to meeting minutes.</p>	<p>School Board</p>	<p>2015-1016 School Year</p>
<p>Increase School Board Visibility in the community</p>	<ul style="list-style-type: none"> ● Social Media Participation ● Annual Publications ● Annual Meetings ● Attend School Events ● Round table discussions with key leaders within the communities 	<p>School Board</p>	<p>2015-1016 School Year</p>
<p>Increase community awareness of school and public participation in district activities and events</p>	<ul style="list-style-type: none"> ● Explore Parent Advocacy Groups (PTA, PTO, Boosters, etc.) engagement at School Board Sessions. ● Publish school events calendar. 	<p>PTO, Leadership, Principals, School Board</p>	<p>2015-1016 School Year</p>

SAU 17 - School Board Goals 2015 / 2016

Goal 3: Measurement of Academic Progress

Develop a clear mechanism by which we will assess the academic performance of our district and communicate to our communities

Objective	Action	Responsible Party	Timeline
Communicate district performance to the community.	Develop district report card and share with community	Leadership/School Board	2015-2016 School Year
Increase board knowledge on educational trends affecting the district.	Leadership to provide informational articles to the board pertaining to educational trends	Leadership/School Board	2015-2016 School Year
Identify and communicate the advantages and disadvantages of a competency-based learning environment for the student and teacher	Compare academic achievement year to year Understand why we are or aren't making progress	Leadership/School Board	2015-2016 School Year

SAU 17 - School Board Goals 2015 / 2016

Goal 4: Fiscal Responsibility

Develop and implement a financial management plan that ensures the highest levels of fiscal responsibility

Objective	Action	Responsible Party	Timeline
Develop a long range budget plan aligned to the Strategic Improvement Plan	<ul style="list-style-type: none"> ● Identify short and long-term financial needs ● Determine calendar/timing for referenda based on identified short and long-term financial needs. ● Review and report on salary scales ● Examine cost/benefit of retiree health insurance ● Develop guidelines for fund- raising, including financial need and standard accounting requirements 	Leadership/School Board Budget Committee?	
Thorough report and review of district practices to ensure long-term sustainability	<ul style="list-style-type: none"> ● Seek and identify alternative financial solutions to adequately finance the district programs ● Identify areas of which Services and Programs Consolidation is available 	Leadership/School Board	