

SANBORN REGIONAL SCHOOL BOARD

MEETING MINUTES

February 12, 2020

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A meeting of the Sanborn Regional School Board was held on Wednesday, February 12, 2020. The meeting was called to order at 6:06 PM by School Board Chairperson, Peter Broderick. The following were recorded as present:

SRSB SCHOOL BOARD MEMBERS:

Peter Broderick, Chair
Dr. Pamela Brown, Vice Chair
Electra Alessio
James Baker
Jamie Fitzpatrick -via remote connection
Tammy Mahoney

Larry Heath (Excused)

STUDENT COUNCIL REPRESENTATIVE

Erin Gillespie

ADMINISTRATORS:

Thomas Ambrose, Superintendent
Matthew Angell, Business Administrator

1. CALL TO ORDER- Chair Broderick called the meeting to order at 6:06 PM with the Pledge of Allegiance led by two members of the Middle School Student Council (Mary Kate Varney and Jenna Zulak).

Chair Broderick recognized Board Member, Larry Heath, as excused from the meeting.

2. ACTION ON MINUTES- Review of Public Minutes of [2-5-20](#). **Chair Broderick asked for a Motion to approve the Minutes. Motion made by Dr. Brown and seconded by Ms. Mahoney.** No discussion.

Vote: All in Favor

3. COMMUNICATIONS

3.1 Distribution of Manifest Documents-Manifest Check Register # 17 in the amount of \$1, 369, 654.77 dated 2-7-20. Signatures were obtained by the Board and Administrators.

3.2 Nominations- none

3.3 Resignations-none

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

◆ Thanks to all who attended the Deliberative Session. It was a spirited evening of great democratic conversation and I really enjoyed hearing the different points of view and answering questions and trying to support our community into making decisions and moving forward to the vote on March 10th. Mr Broderick will outline where those votes happen at the end of the meeting. Thanks again to those who attended. It is a long meeting and I know folks are busy with family and other activities to attend to.

◆ EISA meeting-Great meeting tonight; we discussed math amongst other things to be and give an update at the next meeting.

◆ Finance-met tonight as well and had a productive meeting on processes related to the reorganization.

◆ Reorganization-we continue to work hard on the reorganization, the middle school office is looking fantastic down the hall and I just wanted to publicly thank Mr Angell for working really hard with the architect and the construction crew on that He is now moving onto the second big project which is building the bathroom and having everything lined up and ready to go for the minute school breaks so everyone can move and work on the bathroom simultaneously. It is going to be a very, very busy summer at Sanborn Regional School District.

4. COMMITTEE REPORTS

4.1 Policy- Dr. Brown reported the next meeting is March 4th at 4:45 in Room 102 at the high school.

4.2 EISA- Report at next meeting

- 4.3 Facilities-Mr. Baker said the committee met on February 5, 2020 at 3:45. In attendance: Jim Baker, Committee Chair, Jamie Fitzpatrick, Committee Member - attended remotely, Larry Heath, Committee Member, Matt Angell, Business Administrator
Committee meeting began at 3:49 PM

Review of Minutes [January 8, 2019](#)

Larry Heath moved to approve the minutes, Jamie Fitzpatrick second, all in favor.

Response to Open Items:

Jim Baker asked about the cost estimate letter requested of the architect. Matt Angell updated that it is in process. He spoke with the architect, but has not had a chance to follow-up with them as of yet.

December Monthly Reports:

[Trust & Revolving Funds Balance Summary - December](#)

Matt Angell briefly reviewed the balances of the trust & revolving funds.

[Memorial School Washer/Dryer:](#)

Matt Angell updated the committee with information from his walk through of the location for the washer & dryer at the Memorial School with the principal. He found that it will be more cost effective to use a condensing dryer so that an exterior vent would not need to be run. Plumbing will still be required, but for a short distance. The current price for the plumbing is approximately \$1,300. Matt feels that \$1,300 is too expensive. Jim Baker asked if the cost of the washer/condensing dryer unit is more than the units currently owned. Matt explained that the price is \$200-\$300 more, but that the PTO has agreed to absorb that cost. The only cost to the district will be the plumbing. The committee agreed that the plumbing cost is a bit much. Jamie Fitzpatrick is not in favor of having a washer and dryer at the Memorial School as he does not feel it is necessary since Memorial School will have the older elementary students going forward. Matt let the committee know that going forward, Thomas Ambrose would like to have a washer/dryer unit installed at Bakie School as well.

HS Elevator Update:

[Otis Elevator Quote](#)

Matt Angell updated the committee that the quoted cost to install the key swipe access for the elevator will be \$349 per hour, not to exceed 4 hours. Larry Heath asked what work this quote actually covers. Matt explained that the cost is for the elevator company to run the wires from the cab of the elevator to the ceiling and back down. The committee questioned whether or not we are required to use Otis Elevator. Matt said

that another vendor can be used, but it would need to be an elevator company and cannot be a general electrician. Jim Baker felt that a wireless camera should be considered as an option. Matt explained that the camera will require additional monitoring. Matt is going to research a camera option to bring back to the committee. Larry Heath asked that Matt look into estimates from other elevator companies. Matt has found in his experience that it makes more sense to go with the more well-known branded elevator company rather than the smaller elevator companies, due to safety issues.

Facility Alteration Request - Informational for future:

No Update:

[Mag Locks for HS Cafeteria Doors](#)

[Convert Room 126 at the HS to a Conference and Class Room](#) - Jamie Fitzpatrick feels that the school has sufficient classrooms and conference rooms and so looking into screen partitions would make more sense to convert this into more usable space, rather than spending \$30,000 to fully convert. Matt agreed with Jamie's points, but explained that the room is too big and will not meet fire codes. In order to meet the fire code, Matt will need to eat up some of the space somehow with some sort of storage. Matt is going to pull together all the code information for the committee to review at a future meeting.

[Add Camera\(s\) to HS Auditorium](#)

[Add "Safety Glass" Film to HS Existing Glass](#)

New Request:

[Pave areas of HS parking lot to reconfigure the parent pick loop](#)

Matt explained that he would like to pave an area of an island in the parking lot at the High School in order to make the parent loop longer. He is concerned now that the High School and Middle School are mixed together the line for parent pick-up/drop-off will back out onto the main road. If the loop is longer, the line can queue up into the parking lot. Matt is considering making the area in front of the building a one-way, so the parent loop will only go in one direction. In the linked image, the blue indicates the existing parent loop and the red indicates the proposed changes. Matt is going to be asking the committee in the near future for approval to seal coat and re-stripe the parking lot, adding numbered spaces so that parking spaces can be assigned. Jamie Fitzpatrick expressed concern with a potential back-up that the parent line could cause on the main road.

Memorial School Roof:

Matt updated the committee regarding nine tears that were recently found on the Memorial School roof. The roof is a PVC membrane that over time becomes brittle and will shatter. It has been recommended that approximately 11,000 square feet of roof space be replaced. Matt is trying to get 3 quotes to replace a section of the roof on the Memorial School to be funded by the Capital Improvement & Maintenance Capital Reserve Fund, which has a balance of \$147,039.18. Matt is investigating the age of different portions of the roof. Presently the tears have been patched,

but it will need to be addressed within the next 4-5 months. Larry Heath has experience working with PVC roofs and explained that patching doesn't work well and that it will need to be replaced in full. Matt would like to eventually get the roofs into the CIP plan so that in future these are not surprises.

Public Comments: no public comments

Jim Baker adjourned the meeting at 4:12 PM

- 4.4 Finance- Report at next meeting
- 4.5 Public Relations-No report
- 4.6 Personnel- Dr. Brown reported that the next meeting is February 19th at 5 PM. We will continue updating job descriptions.
- 4.7 SST-No report
- 4.8 Seminary-No report
- 4.9 Budget-No report
- 5.0 Wellness-No report

5. STUDENT COUNCIL REPRESENTATIVE REPORT- Ms. Gillespie reported that not a ton has happened in the past week most classes planning for winter carnival and preparing for that which starts next week. The only thing that's really happened is today we started I don't know if you noticed on the way in, there's like four water jugs on the library counter that are for *Penny Wars*, which counts towards points at *Winter Carnival* and all the profits for that are going towards the Red Cross Fire Relief.

Mr. Fitzpatrick asked Erin to describe or define *Penny Wars*.

Ms. Gillespie said so there are four jugs over there for each class with freshman sophomore, junior and senior class written on them, and all pennies. So, students bring in coins and bills and whatever. Pennies are positive points and any other coin or dollar bill or paper bills are negative points, so this morning I brought in a ton of pennies and put them in the senior jug but I also brought them all my quarters and put them in the underclassmen jugs:)

6. 1st PUBLIC COMMENT

Dawn Dutton (Kingston)-I know you have been talking about parking when the middle school comes up here. That is something that we've all talked about in the middle school, high school transition team that I am a part of. You mentioned possibly having middle school parents do a loop and then leave through the main entrance. I'm just wondering how many people have actually been here at the end of the day, and seen the bottleneaking that happens at the main entrance and then trying to add a whole other group of people leaving. I did it once from the student side and I will never do it again. It was the biggest nightmare, just to have the students get out of there and then you try to add parents who cut across the lane of traffic coming into and then go across and try to get in line where the kids are coming out of the parking lot to take a left. It takes forever. To go right is not so bad but to me, personally that is just a mess. That would just be a horrendous move. So I just if nobody's been there, you guys should take a look at that a little closer before you just make that decision, because it is a nightmare getting out of there just as it is without adding any extra traffic.

Ms. Alessio-I'll tell you as a normal, civilian driver at that intersection across from the police station, when the kids are getting out just, just put it in neutral, pull over and park.

Superintendent Ambrose- Mr. Angell has been over this a number of times and is working with Mr. Doyle and Mr. Stack. There were a couple of different proposals that have been discussed and no decisions have been made yet. We certainly recognize that this is a process that needs to be handled soon and handled very well. So, I'm validating your point and we recognize that there's there's a lot of discussion that's going on.

Mary Cyr (Kingston)- to that point, I wondered if you could reveal to us what percentage of middle school students currently /approximately are picked up by a parent on an average weekly basis. And do you anticipate that to change as a result of moving the home base for middle school 7th & 8th Grade here.

Superintendent Ambrose-That's part of the analysis and we will definitely share that.

7. NEW BUSINESS -

7.1 Memorandum of Understanding (MOU) for Emergency Evacuation

Dr. Patricia Haynes introduced the agenda item saying: as you know, for the past two years we've been working on safety plans in the district and looking at some of our emergency situations. In part of that planning what

we came to realize is, in the event of a situation in the district that would require us to evacuate one of our campuses because of a serious threat and this would be something akin to an active shooter, something that we hope would never ever have to happen, we would need to have a place for our families to go and meet their students to pick them up where they would not be in the way of first responders. So, what we have done is we have talked to and drawn up a Memorandum of Understanding with Grace Ministries International, also known as the Austin 17 house campus for them to, in the event of a serious situation that we would have to remove people from the campus, they could have a reunification point at their facility where parents or family members could go and pick up students. We are looking at this as being a very very rare situation but we do need to have this MOU in place so that we have some place for this to occur. And this is a building in a facility that would be able to hold all of us, it would be warm, it's heated, there's plenty of parking, it's in a location where the traffic would be able to be sustained and held. As part of that MOU however, there is a stipulation that has come from the Grace Ministries International board members that they've asked us for some clarification and to that I'm going to turn it over to Mr Angell to explain what that stipulation is and, hopefully, explain to the board what we would need.

Matt Angell-They inserted an indemnification clause in the contract they want us to indemnify them for any, any risk that we bring along with us, but also any risk that they may appear on on their property, so for example if they had some sort of liability, like, the students slipped and fell on the property, we would indemnify them for that risk. The problem with indemnification clauses, our insurance company will not insure us for their liability. Unfortunately, we would have to assume the risk of any liability that they may have on their property. I think it's a low risk where they have the general public coming and going through that property, and then also we could go over there and monitor it to make sure that it's reasonably safe for our purposes.

The point is the risk is the indemnification clause. And, and we would self-fund, or self-insure that portion.

Mr. Baker- What building is this? Is the YMCA an option?

Dr. Haynes-It's the Grace Ministries International building in Brentwood up on 125. It's across the street from a little yellow restaurant. The concern with the YMCA is, if we were to really have a situation and I don't even want to say this but if there were to be a shooting, and we have people going over there, there will be people using the YMCA, and there wouldn't be as much room for us, you might have people at the YMCA

seeing our people coming in crying -heaven knows what condition they would be in. So, thinking about that facility because it would be, Monday through Friday, there's not going to be children there who might see this happening and really thinking about some of those effects that might happen if there was a problem.

Peter Broderick- What kind of Emergency are we talking about?

Dr. Haynes- This would be related to our Alice training and our school safety training if there were to be, for instance, an active shooter situation in one of our buildings. The reason that we were looking at some place further away is the concerns were coming from our First Responders about proximity to the location. So if so if you look back at some of the other events that have happened across the country, you immediately have parents and family members coming to the location to come get their child, we want to have that be far enough away so that the First Responders could still do their job without putting the public at risk coming into the area.

Superintendent Ambrose- It is really important to recognize it. We may never, ever use this. If we have to do this for concern about liability for someone falling, it would be the last thing we would be worried about. But if we can't move the MOU forward without the board approving, knowing that our insurance company won't cover that as a location, and we would only use it in a catastrophic situation.

Mr. Baker-They're not going to cover any location, right?

Ms. Alessio-No, we're not going to ensure some other organization you might go to, but to me there's no question to go there. It's an easy access; easy to get to, easy for parents to get in and out of and absolutely the right way to go. Good thinking.

Mr. Fitzpatrick-God forbid something like that happen, whether or not somebody trips and falls and breaks a leg and we're liable for its irrelevant. It doesn't matter.

Principal Stack-We also have an agreement with the Town of Kingston that on a short term basis if need be, an evacuation site in walking distance; we have the highway garage. And we have a plan where we can walk the kids' right over there. They take out the equipment. That's short term; this is a much more long term.

Superintendent Ambrose asked for a Motion to approve the MOU.

Ms. Alessio made a Motion to endorse the Memorandum of Understanding (MOU) for Emergency Evacuation.

Vote: All in Favor

8. OLD BUSINESS

8.1 Portrait of a Sanborn Graduate- Dr. Haynes began by saying, we met today at EISA to share the latest version of *Portrait Of a Graduate* and we did discuss the most current version of the Portrait of a Graduate this is work that we started last spring. We had focus groups meet and we had a lot of input. You can see the different iterations that are there. We are currently looking at the version that's furthest over on the right hand side. And we have now incorporated since our last meeting on October 16, we've incorporated the suggestions of the board that were given at that time. To view the handout, [please click here.](#)

Discussion ensued on details of the document, its purpose and possible integration with the *Definition of Student Success*.

Superintendent Ambrose- Thank you to Dr. Haynes for her hard work on this. We wanted the Board's feedback tonight and we will take it back to the EISA Committee to have more time to process this and bring it back in March to approve language that will be merged with the *Definition of Student Success* . We plan to have it all wrapped up by the second meeting in March.

9. SECOND PUBLIC COMMENT

Kristen Stogryn (Kingston)-In regards to anything catastrophic happening, we are going to move the kids off site to Brentwood, which is fine I get it out of proximity. How long does it take to mobilize the buses for that, to get the kids from here to there especially if you've got God knows what going on around and outside. Is that something that will eventually practice so the kids know how? Are we just going to say hey ring a bell and emergency things are going off and the kids just got to go. The work, you can do it all out on paper, but in all actuality, how long is that going to take? At what point to notifications

go out to parents and things like that so that you don't have, you know, hundreds of parents coming here because they don't know what's going on. Then the parents that have heard about it read an email, saw it somewhere and go there and now they're waiting for a couple hours waiting for their children, wondering, are they okay? Is everything going? And you know I may be looking too far in the future but it should be something that we practice fire drills and we had the Alice training a couple months ago. I feel like that should, you know be something that is eventually planned.

Superintendent Ambrose- You're right on target. That it's the next step, first we had to have the MOU. And then we can plan a drill to do that. And the answer is that we will practice it, and we will have a plan for that, but I think it's always important to recognize that we want to build habits so that if we have a crisis, we have a framework to rely on. But we all recognize that if something, God forbid that should ever happen, that it will become chaotic. And so I would say, to be fair, it will be quite a while before students get from this school to a pickup zone, just because of the logistics of the police and all the first responders being here. So the safety committee will now begin planning that part, we needed the MOU as the first step, and then we begin planning that but you're right on everything you said is absolutely true. And that's the next step of the planning, so we parents will know. The other thing is, we did purchase the Alertus System for the high school and the Bakie School, and the Alertus System will allow us to send text messages to mobile devices letting them know what to do. We're working on the protocol for how fast when and who will do that. It is complicated because you have to have different backup people to do it if someone's not able to do it. And is this something that will also be implemented at BP, and our Memorial, are you I mean is there somewhere closer for Memorial students to go Are we still gonna use her I believe one location.

Kristen Stogryn (Kingston)- Will all schools go to one location?

Dr. Hayes- Yes

Superintendent Ambrose-So, for any of these events it would be significant, but I think it's important to recognize that we'll have a framework. And then we have to use the framework as a guide and make decisions in real time. So, it's never going to be black and white, but we will certainly train parents on what to expect. So, there are some very easy things to predict; you'll get an Alertus text, it will tell you what to do. It's not going to be gray, right, and we're just working out the details and the procedures around that because what we don't want to do is send out an Alertus text telling everyone that they're going to pick up their kids at Brentwood and have them all show up at the high school in a panic anyway. So, the timing of all of that is the next step. But those are excellent questions, and if you have ideas or questions please email them to me because we're looking at it all the time, every every two months we meet for an hour and a half, but we're working on it regularly in the office to prepare for these things, those

trainings take hours to prepare. And this next one is a tabletop exercise. So we're doing a tabletop exercise to cover some of the things that you just talked about, to kind of get our brains wrapped around the way the plan will go and then we always work on it in a virtual reality before we have students involved. The feedback from the First Responders at the elementary schools drills have been very clear that they have been amazed at how compliant and efficient the elementary kids have been. So, it's been very positive. They generally tend to do really well with routine and structure. So that's going very well thank you for asking.

Ursula Giannusa (Kingston)- Is the Alertus System strictly for emergencies or would we be getting them for snow days? (Not that we don't want to hear your voice at 5:15 am:)

Superintendent Ambrose-we haven't decided yet because it's a very sensitive system. Yeah, and we really recognize that one discussion that we've had is if the Alertus System is used only for very serious emergencies, it will have more weight when it comes through. So, I don't know yet, it's so new and it's so advanced, but for now you'll just have to listen to my voice in the morning. I'm sorry :)

10. OTHER BUSINESS

10.1 Next Meeting Agenda

10.2 Announcements

10.2.1 The next Sanborn Regional School Board meeting will be **held on Wednesday, March 4, 2020 from 6:00 pm 9:00 pm** in the Library at Sanborn Regional High School, 17 Danville Road in Kingston, NH.

10.2.2 The **Second (Voting) Session of the Annual School District Meeting** will be held on **Tuesday, March 10, 2020** from 8:00 a.m. to 8:00 p.m. in the **Swasey Gymnasium** (Sanborn Seminary Campus) for Kingston voters and in the **Newton Town Hall** for Newton voters.

11. NON-PUBLIC SESSION- RSA 91-A: 3 II

Chair Broderick asked for a Motion to enter Non-Public Session.

Motion made by Mr. Baker to enter into Non-Public Session at 5:51 pm, seconded by Ms. Alessio. A Roll Call vote was held of all members present.

Vote: All in Favor with a Roll Call Vote

12. ADJOURNMENT- Meeting adjourned 6:51 PM

Minutes Respectively Submitted by:

Phyllis Kennedy
School Board Secretary