

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

May 2, 2018

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A regular meeting of the Sanborn Regional School Board was held on Wednesday, May 2, 2018. The meeting was called to order at 6:06 p.m. by Sanborn Regional School Board Chairperson, Peter Broderick. The following were recorded as present:

SRSD SCHOOL BOARD MEMBERS:

Peter Broderick
James Baker
Dr. Pamela Brown
Larry Heath
Taryn Lytle
Tammy Mahoney
Corey Masson (via remote)

Lauren Lanseigne -Student Council Representative

ADMINISTRATORS:

Thomas Ambrose, Superintendent
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:06 PM by Chair Broderick with the Pledge of Allegiance led by 4th Grade students from Bakie and three High School students.

Superintendent Ambrose congratulated the high school students on their choice to enter the Armed Forces: Kaley Dias (Air Force), Reese Bassett (Air Force), and Jacob Sieczowski (Marine Corp.).

Following the Pledge, the six Bakie students, along with teacher, Kate MacAskill presented an initiative they are working on called "Choose Kindness" which fosters random acts of kindness amongst each other and throughout the school and community. The students recently decorated rocks and distributed them as "secret agents" to people in their school. They also gifted the School Board members with decorated rocks after their presentation.

2. **ACTION ON MINUTES** –Chair Broderick asked for a Motion to approve the Public Minutes of 4-4-18. Motion made by Mr. Heath and seconded by Ms. Mahoney. No discussion. **Vote: All in Favor.**

3. COMMUNICATIONS

3.1 Manifests- Payroll Check Register #22 in the amount of \$768,314.82 dated 5-3-18. Manifests Expenditures #25 in the amount of \$454,314.69 dated 5-2-18. Both Manifests were signed /approved by Board and Administration.

3.2 Resignations- Superintendent Ambrose read the list of staff resignations as follows: High School- Benjamin Haynie, (Physical Science teacher) and Elaine Hays, (Math teacher).

Chair Broderick asked for a Motion to Approve the Resignations, moved by Ms. Lytle and seconded by Ms. Mahoney. No discussion.

Vote: All in Favor

3.3 Nominations- Superintendent Ambrose read the two Staff Nominations at the High School as follows:

Samantha Churchill-Special Education Case Manager, (Actual Salary is \$40,324 with Budgeted Salary at \$38,213). This position combined two Paraprofessionals into one Special Education/Case Mgr.

Julie Healey- Special Education Case Manager, (Actual Salary is \$58,708 with Budgeted Salary at \$63,384).

Chair Broderick asked for a Motion to approve the Nominations, moved by Ms. Mahoney and seconded by Ms. Lytle. No discussion.

Vote: All in Favor

3.4 Superintendent's Report- Superintendent Ambrose reported the following:

High School: For the third consecutive year, the high school's Student Council has received national recognition. Congratulations to adviser Holly Price and the students on this amazing accomplishment!

On April 16th, the current members of the National Honor Society inducted 12 new members from the class of 2019. The ceremony was emceed by Chapter President, Lauren Lanseigne. That evening, members, new inductees, and attendants of the ceremony heard 4 honorary guests speak on the four pillars of the National Honor Society: Library Media Specialist, Mr. Giuliucci spoke on Scholarship, Family and Consumer Science Teacher and Advisor for the Student Council, Mrs. Price spoke on Leadership, retired Science teacher and Navy Veteran, Mr. Smith spoke on Service, and Guidance Counselor, Mrs. McCarthy spoke on Character. The evening continued with student speakers: Michelle

Collette, Max Hayden, Eliza Johnson, and Zach Thomas. Pictured below are the 12 new members of the National Honor Society upon completion of the induction ceremony, from the left: Samantha Foley, Olivia Williams, Bridget Abney, Marissa Mullen, Lauren Anderson, Emma Donigian, Molly Breslin, Jenna Gluck, Samantha Keeley, Olivia Boucher, Sophia Boucher, and Lucas Pitkin. Congratulations!

Members recently delivered nearly one thousand donated books to the local elementary schools!!! Now, they are gearing up for volunteering at the Cycle the Seacoast event held by the American Lung Association that ends in Portsmouth, NH on May 6th. Cycle the Seacoast is a one-day, multi-route cycling event, with 25, 50, or 100 mile options to choose from if you wish to participate. The 100 mile route loops through Fremont, Newton, and neighboring towns and ends with water views along the historic Seacoast in New Hampshire. This is the year the Sanborn NHS has volunteered for the event.

Congratulations to the following students who were inducted into the French Honor Society on April 16, 2018: Bridget Abney, Isabelle Giles, Erin Gillespie, Audrey Leblanc, Sophia Merry-Carreiro, Rebecca Olsen, and Avery Scully.

Congratulations to the following students who were inducted into the Spanish Honor Society on April 16: Sophia Boucher, Sierra Carey, Hannah Ehlers, Madilynn Galloway, Jacqueline Genthner, Alex George, Rachel Kelley, Madison McManus, Mary Miller, Lauryn Quintna, Kiera Real, Charlotte Sirois, Erica Stroheker, Ava Tavares, and Megan Welch

The Greater Haverhill Chamber of Commerce hosts a resume contest between Haverhill High School, Timberlane Regional High School and Sanborn Regional High School. Participants must submit a resume for review by local businessmen and women from the Chamber of Commerce. This year's winner is Sanborn senior Lauren Lanseigne! Lauren will be recognized at an upcoming Chamber of Commerce event. Congratulations Lauren!

Middle School: Students at all three grade levels have participated in PACE assessments at varying points in the school year and the last of them will be finalized this week. Grade eight students will participate in the New Hampshire Statewide Assessment System (NHSAS) in the areas of Math, Reading, and Writing the week of May 14-18.

Due to recent fundraising efforts, two sixth grade students, Jonah Theberge and Ryan Mallen, will serve as Principals for the Day. Their team has created a schedule for them to follow that will give them a unique insight into the workings of the middle school.

Congratulations to the middle school student and teacher cast of Beauty and the Beast (April 13th and 14th). The show was another tremendous success and demonstrated the commitment (and talent) of all those involved. Great work!

The middle school has been concerned about attendance, particularly as the year has progressed. As a result, the following teacher-driven program was established for April: HOT for Learning. Here On Time (HOT) for Learning challenges students to come to school every day with a small ice cream party for those that achieve this goal. Teachers have also checked in with students that they are concerned about to help some of our most vulnerable students be successful.

Sixth grade Science teacher, Heather Bell, has encouraged her students to engage in enrichment opportunities, known as the League of Extraordinary Scientists, throughout the year. The culmination of these efforts will be a student exhibition of learning on May 25th. The students who have taken on this challenge will present their Rube Goldberg creations to their peers and parents. More information will be shared with families as we get closer to the date.

The middle school will welcome our (soon to be) sixth grade students to help orient them to the building that will be their new home beginning this fall. Fifth grade students from Bakie Elementary will spend their morning at the middle school on June 11th and Memorial Elementary will join us on June 14th.

Bakie: Bakie School recently hosted a special tea to celebrate our volunteers. We have been a Blue Ribbon Award winning school for several years and we all recognize the difference volunteers make each day. Thank you to each one of you!

Six staff members are serving as coaches and 30 students are participating in Girls on the Run. This is the 6th year Bakie students have participated in this program that aims to help every girl embrace who she is, define who she wants to be, rise to any challenge, and change the world. As these girls learn important life lessons, they are also pushing themselves to run further and further each week. In early June, they will all be running statewide Girls on the Run sponsored 5K with over 1,000 participants from New Hampshire.

Grade 3, 4, & 5 students have been finalizing their PACE assessments in recent weeks. Grade 3 & 4 students will also be taking standardized testing through the New Hampshire Statewide Assessment System May 7th-18th.

Third trimester parent/teacher conferences are happening over the next two weeks and interim reports will be sent home Friday May 4th.

Memorial: First grade students hatched chicks and ducks as part of their animal development unit. The students waited patiently through the incubation period and enjoyed watching them hatch! Local families took the chicks and ducks home to join their farms.

We hosted a Kindergarten Orientation night and welcomed 30 families to Memorial for a tour and orientation to our building. The nurse, a bus company representative, our guidance counselor and kindergarten teachers were all on hand to introduce parents to kindergarten and show them the beautiful building.

Grade 3, 4, & 5 students have been finalizing their PACE assessments in recent weeks. Grade 3 & 4 students will also be taking standardized testing through the New Hampshire Statewide Assessment System May 7th-18th.

Third trimester progress reports will be sent home May 14th

Curriculum: We have several important Accountability data dates that are fast approaching. The SAU Office is busy collaborating with district leads and classroom teachers to collect scores, as well as double-scored assessments, for this year's PACE submission. Additionally, specific PACE subject areas are preparing Body of Work samples for submission. These materials will be delivered to Measured Progress on or before May 25. At that time, attention will be redirected to preparing detailed data reports, in the form of CSV files, for all district students. These files will consist of PACE scores, district competency scores, as well as other data from electronic grade books. Those materials are due to the New Hampshire Department of Education on or before June 15.

At this time, we are awaiting release of preliminary SAT data.

Business Office: May 1st - June 1st is the open enrollment period for staff to make benefit elections for next fiscal year. All changes to health plans and re-election to participate in the Flex Spending Account must be submitted by June 1st. Diana Rooney will be holding benefit meetings at each of the schools to provide assistance and answer any questions.

We are nearing the end of the current fiscal year and as a result, working on estimating the expected unreserved fund balance.

Teacher contracts were issued on April 6th and were due back April 20th.

We are preparing to open next year's budget soon so the schools can begin planning supply purchases (out of next year's budget) to be delivered the beginning of the new school year.

Mr. Masson inquired about the Kindergarten enrollment and how those preliminary numbers look thus far. Mr. Ambrose responded that he hesitates to

discuss those numbers in May as they will always change. He will discuss those closer to the August timeframe.

4.0 **COMMITTEE REPORTS**

- 4.1 Policy – Dr. Brown reported that the group met tonight and discussed several policies that will be reviewed later on in the meeting. The SRSD Policy Manual has been reviewed by the New Hampshire School Board Association (NHSBA) and found to be very outdated, almost irreparably so, and will need serious attention this summer. There will be a lot of work to do as many policies are obsolete, others need to be changed or repealed. The most urgent policies will be addressed first. They will try to cover the Policy Reads by group in one meeting. The next Policy Committee will be meeting on June 6th at 5 PM.

Mr. Ambrose commended Dr. Brown for the amount of work she has put into rewriting policies, adding that the “J” polices alone is a significant amount of work. He explained a hopeful timeline for addressing these over the summer.

- 4.2 EISA- Dr. Brown reported that the Excellence in Student Achievement (EISA) committee met tonight and appointed Ms. Mahoney as the new Chair. Discussion ensued around the survey results for the *Profile of a Graduate* sent to the community asking, “What qualities define a successful Sanborn Graduate?” There were 170 respondents, whose opinions broke into 3 equally sized groups as follows: 1) Test Scores /Academic Results, 2.) Practical Skills or basic life skills and 3) Soft Skills, such as teamwork, empathy and community involvement. Dr. Brown will share the results of that survey at the first meeting in June. Also discussed were responses to paths that a student could take as a Sanborn graduate. The committee is focusing on finding well defined, accessible and unique paths for students to choose from as one path is certainly not suitable for all and there are many ways to assess success as a high school graduate. The committee is developing an outline with overarching skills they would be looking for, mapped into measurable outcomes, (e.g. college course or a certificate), cut scores for success and the different paths they can take after graduation.

The next meeting is May 16th at 5 PM.

- 4.3 Facilities- Mr. Baker reported that the group met tonight and reviewed the demolition bids presented at the 4/4 School Board meeting which involved the buildings being considered for demolition at the old Seminary campus and the associated costs. The Facilities committee was asked to review those bids and

recommend a company to do the work. On 4/18, the committee reviewed 4 bids which were presented as 3 options:

- A. To demolish just the garage portion of the Industrial Arts building (the large white, wood structure on the seminary campus)
- B. To demolish the Industrial Arts building completely and the garage
- C. Option A & B plus the Science building (brick building located between the Industrial Arts building and the Swasey Gym).

Administration asked for all 3 options because a portion of the Industrial Arts building is unsafe and needs to be demolished. It was felt that it would be economically prudent to request bids on the rest of those because information could be needed in negotiations underway on the possible lease of the property. There is also a Warrant that the voters approved regarding the discussion/negotiation to sell part of the Seminary building and this information could be helpful in negotiations for that. The economies of scale made the decision to do the larger portion of the project easier. The lowest bidder was *NH Demolition* and according to Mr. Riley, the district has previous positive experience with this company. To qualify, each of the bidders had to submit bonds to secure the work if it was contracted. Since we have not decided yet to do the work, the bids had expiration dates and the bonds had to be released. The committee authorized the Business Administrator to notify *NH Demolition* that if the work is awarded, they will get the contract and ask them to keep their bid open and the bond in place. The committee does recommend that if any of the work is done, the contract should go to *NH Demolition*. As part of this project and to satisfy regulatory and safety requirements, the extent of any hazardous wastes must also be determined. The demolition companies will not do the work unless any hazardous wastes on the property are properly identified and a plan that meets legal requirements is made for their removal and disposal. A scope of work will need to be developed which Mr. Riley arranged. All bids are based on the same work requirements. The committee reviewed the 2 bids that were received for this work. Both companies offer the same services and both are equally qualified. The lowest bid was from *RPF Environmental* and the Facilities Committee recommends that the work go to them. The cost of the work is \$4700 which tasks them with developing the scope of work and managing the bid process. Mr. Baker explained that this \$4700 is broken into 2 parts: The Garage portion of the white building is \$1500 for a scope of work and the full building's (Industrial Arts building) scope of work is \$3500.

Ms. Croteau emphasized that these buildings are not part of the Seminary building itself. Rather, they are on the Seminary campus and are referred to as the Industrial Arts Building and the Science building which is a brick and wood structure.

Mr. Baker added that the Science facility is the building which potentially could be leased but we do need to know what the potential cost would be for negotiating on that deal and if the deal falls through.

Dr. Brown commented that Ms. Croteau had previously said that there are no funds set aside for Capital Improvements, so if we are going to do this work we need to approve it for this fiscal year....pretty quickly.

Chair Broderick said if we signed contracts, we could encumber the funds. Ms. Croteau explained for the public that encumbrance is a process where you enter into a contractually binding agreement which allows you and requires you to set funds aside out of the current budget to meet that obligation into the next year.

Chair Broderick asked for a Motion to approve the \$4700 for the scope of work. Mr. Baker moved the Motion, seconded by Mr. Heath.

Vote: All in Favor

4.4 Finance- Mr. Baker reported that the committee met tonight and heard a presentation from the District's auditors regarding the audit for the last fiscal year. They were very thorough and they are here tonight so we will be hearing from them.

4.5 Public Relations- Ms. Lyle reported that the next meeting is Monday, 6/4 at 12:45 at the SAU offices and she encourages the public to attend. They have not had a recently but she has updates to report:

- ◆ Band Concert at the High School on Tuesday, May 8th at 6:30 PM (free to public)
- ◆ Chorus Concert at the High School on Tuesday, May 15th at 6:30 PM (also free to the public)
- ◆ The Carriage Towne News (Wednesday, May 2) has a wonderful letter in the Opinion section which is titled *Kingston Seniors Thank Volunteers*, which reads in part, " *Thank you also to the volunteers at the Bakie School who treat us to a wonderful meal around the holidays. The Choral group does a wonderful job singing Christmas Carols while we enjoy our lunch. Brian Stack, Principal of Sanborn Regional High School and Thomas Ambrose, Superintendent, do a pre-show and gave a special preview of the upcoming play to be performed at the school. Sanborn seniors (12th Graders) have "Help Seniors Day" once a year. They will come to your home, clean windows and do yard work, etc. This is a big help for a lot of senior citizens in town*

that need help doing these types of chores. In closing, Mrs. Clark (author of letter) says, “A sincere thanks to all the volunteers who help make these opportunities and events available for the seniors of Kingston”.

- 4.6. Personnel- Ms. Lytle reported that the next meeting in Monday, May 21st at 12:45 in the SAU conference room.
- 4.7. SST-No Report.
- 4.8. Seminary Discussion-Dr. Brown reported that they met on 4/10 and will meet again on June 12th.
- 4.9. Budget Committee-Mr. Heath reported that the next meeting is tomorrow, May 3rd.

5.0 **STUDENT COUNCIL REPRESENTATIVE REPORT**

Ms. Lanseigne reported that the Student Council was one of four high schools in the State recognized recently as a *National Council of Excellence* which is very exciting for them. Student Council is holding a plant sale on June 2nd for which proceeds will be shared with 2 charities, one for Hunger and the other for Breast Cancer. The Prom is on May 12th at DiBurro's in Haverhill. The Juniors have been hard at work planning it. The Drama Club will be holding one last showing of *Women and War* at the end of May for Veterans on May 30th and 31st. (This play was incredibly well-received and went to the State Film Festival to compete).

Ms. Lytle asked if they are accepting plant donations. Ms. Lanseigne said “Yes, “and they can be dropped off on 6/1 from 3-6 PM by the gym. For questions, contact Holly Price at hprice@sau17.net.

6.0 **PUBLIC COMMENT**

Parent (Kingston) Started to read a letter for another Kingston resident, Nicole Ash, who could not be here. Chair Broderick asked if she could submit the letter to the Superintendent for review since it was not an agenda item.

Mary Cyr (Kingston)-Citing the opportunity to speak to the Excellence in Student Achievement (EISA) initiatives, Ms. Cyr brought up that fact that there a very few young men on the National Honor Society. Of the new inductees, only 1 was male. The French Honor Society, which has 7 new members, had no men and the Spanish Honor Society has only 1 male of the 14 students. Ms. Cyr would like to see this addressed and perhaps find a way to engage, challenge or incentivize all that they are doing.

Tammy Gluck (Newton)-commented about the process for parents with agenda items and how they are addressed by the Board. She feels the procedure needs to be more transparent and should be explained on the website for people to see. She added that she is not a fan of the current procedure. Ms. Gluck also commented on the Narcan Policy. She believes it is important to have Narcan in our district, saying that if it saves one life, it is worth it. In her place of employment (SAU 16) they have 100 students in her particular building and they have the Narcan in place there. Regarding the survey sent out by EISA, although there were 170 responses, it is a statistically accurate sample and one that people took time to answer. She encourages the committee and district to use it. Lastly, was the repair made on the handicap bathroom at the Swasey Gym?
Answer-yes by the Business Administrator.

Cheryl Gannon (Kingston) - commented that putting the agenda process and chain of command on the website at each school for parents is very important. Also, in regard to the Board's decision to arm the Resource Officer at the High School, was that information communicated to parents and students? Another question is when will an update about the Seminary discussion/negotiation be given? She understands much of that is non-public information but any update would be appreciated by the public. Lastly, regarding the status of the approved budget, as it relates to elimination of teaching positions, were those positions handled through attrition? What is the status?

Superintendent Ambrose commented that the 7 positions reduced in the budget so far have been taken care of through attrition except for 1 and they are working on that.

7.0 OLD BUSINESS

7.1 Policy JLCE/EBBC- Emergency Care and First Aid- 2nd Read

Dr. Brown read and reviewed the policy and the recommended changes. **Dr. Brown asked for a Motion to approve Policy JLCE, moved by Ms. Lytle and seconded by Mr. Baker. Vote: All in Favor**

Mr. Baker complimented Dr. Brown on the job she did on the policy. Mr. Ambrose commended the collaborative efforts of the School Board, nurse and a student intern. Dr. Brown thanked Nurse Scanlon for her assistance.

7.2 Demolition Quotes for Hazardous Waste Removal at Old High School Campus

Ms. Croteau reported that this is still a work in progress as the vendor RPF is still gathering specifications to go out to bid. Superintendent Ambrose added that the lease negotiations with the Seacoast Learning Collaborative (SLC) are ongoing for the old Science Building are ongoing and all sides (School District, Town of Kingston, and SLC) are aware of the discussions so that collaboration for the mitigation of costs is a high priority.

7.3 Safety Committee Update-Superintendent Ambrose reported that Officer Rick's hardware has been ordered; he passed the first exam and is on track for the next one. The Board will be notified when all is complete.

8.0 **NEW BUSINESS**

8.1 Youth Risk Data Report- Heidi Leavitt, Director of Counseling reported on the data of a survey that 84% of Sanborn High School students took last year. To view the survey results, [please click here](#).

Mr. Ambrose commended Ms. Leavitt and her team for the excellent job they are doing.

8.2 Auditor's Review-Vachon & Clukey – Ms. Croteau welcomed Jenn Dorr and Corey Philbrick from Vachon & Clukey. They summarized the District's audit process for the year ending June, 2017. They reviewed the procedures involved in reviewing our records and all the checks and balances done. There were no significant findings.

8.3 Policy JICD-Student Conduct Discipline and Due Process-1st Read
Dr. Brown reviewed the policy with the recommendations from NHSBA. Dr. Brown also recommended that the Board review this for the next meeting. Out of School Suspensions will be addressed as well as Saturday suspensions and Mr. Ambrose encouraged the Board to review before the next meeting as well.

8.4 Policy GCEB-Administrative Staff Recruiting- Dr. Brown reported that this is tabled for tonight but she will send the policy to Board members for review.

8.5 SREA Negotiations Committee Appointment- Chair Broderick read the two letters from SREA President Evan Czyzowski requesting a negotiation for the 2019 Professional and Support staff contracts. Chair Broderick appointed Jim Baker (Newton) and Larry Heath (Kingston) to the Negotiations Committee.

8.6 Greenhouse Update- Mr. Ambrose had a discussion with Mr. Stack and decided to propose to the Board that they table the Greenhouse Discussion until after the NESDEC study.

9.0 **OTHER BUSINESS**

9.1 Next Meeting Agenda

9.2 Announcements

9.2.1 The next Sanborn Regional School Board meeting will be a **Joint Board meeting with Fremont held on Tuesday, May 22, 2018 from 6:00 PM to 7 PM in the Library at Ellis School.**

10. **NON-PUBLIC SESSION** –RSA 91-A: 3 II (c)

Motion made by Mr. Heath to go into Non-Public Session, seconded by Ms. Lytle. A Roll Call vote was held. Vote: All in Favor

11. **ADJOURNMENT**- Meeting adjourned 8:15 PM

Minutes Respectively Submitted by:

Phyllis Kennedy
School Board Secretary

Minutes of the School Board meetings are unofficial until approved at a subsequent meeting of the School Board.