

**SANBORN REGIONAL SCHOOL BOARD  
MEETING MINUTES**

**June 17, 2020**

**To view the video of this meeting, please visit our website at [www.sau17.net](http://www.sau17.net) and click on School Board Videos under the School Board menu**

A virtual meeting (via Zoom) of the Sanborn Regional School Board was held on Wednesday, June 17, 2020. The meeting was called to order at 6:00 p.m. by Sanborn Regional School Board Chair, Jim Baker. The following were recorded as present:

**SRSD SCHOOL BOARD MEMBERS:**

Jim Baker  
Peter Broderick  
Dr. Pamela Brown  
Dawn Dutton  
Jamie Fitzpatrick  
Larry Heath  
Tammy Mahoney

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent  
Dr. Haynes, Director of Teaching & Learning  
Matthew Angell, Business Administrator  
Robert Dawson, Assistant Principal

**Student Council Representative:**

Jake Tedford

1. **CALL TO ORDER** at 6:00 PM by Chair, Jim Baker with the Pledge of Allegiance followed by reading, "[A Checklist to Ensure Meetings are Compliant With The Right-to-Know Law During The State of Emergency](#)", Chair Baker conducted a Roll Call attendance asking each participant to identify their remote location and also identify who may or may not be at the location with them. All members responded to the Roll Call attendance (Mr. Broderick in at 6:30 PM)

(Chair Baker asked that Agenda item 6.1 be moved here in recognition of guest speaker's time)

6.1 -Grade Report System Approval- Dr. Haynes introduced the representative from Alma Software Theresa Schneiderheinz who reviewed the product's features [HERE](#). The company was founded 8 years ago, has clients in 45 States, in 45 countries, and in NH serves 30K students in 15 SAUs.

Discussion ensued on the features presented; Security of data, manipulation of historic data , medical data component, parent integration and support, set-up and migration of data, reporting tools, report card readability, teacher data entry time for teachers, add-ons, flexibility to customize, scalability and overall efficiency.

The messenger component will be explored and the Superintendent asked Dr. Haynes to review that for further discussion. More to be discussed later in the meeting.

2. **ACTION ON MINUTES** Review of Public Minutes of [6-3-20](#)

**Mr. Baker asked for a Motion to approve the Minutes of June 3, 2020, moved by Dr. Brown and seconded by Mr. Heath.**

No discussion

**Roll Call Vote: All in Favor**

3. **COMMUNICATIONS**

3.1 Distribution of Manifest Documents- Mr. Angell reported he is all set with The electronic signatures he needs.

3.2 Nominations- Superintendent Ambrose reported the following:

District

Mary (Samantha) Briggs- Special Education Reading Specialist

**Chair Baker asked for a Motion to approve the nomination, moved by Dr. Brown and seconded by Ms. Mahoney.**

No discussion

**Roll Call Vote: All in Favor**

3.3 Resignations-Superintendent Ambrose reported as follows:

Bakie

Sarah Benson- Grade 1 Teacher

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

No discussion

**Roll Call Vote: All in Favor**

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

**SUMMER PLANNING**

The administration is planning on a busy summer, with many things going on to get us up and running for our first day of school on September 1st.

- Return to School Planning will occur with the input of work groups and in adherence with CDC and NH DOE guidelines
- Transition to a new and improved grading system
- Developing the first draft of the District Strategic Plan

**UPDATE ON COMMITTEES FOR COVID AND TOLERANCE**

**Return to School Work Groups** have been established for Sanborn to plan how we will start the coming school year in the midst of the COVID pandemic. There are two groups - one focused on grades PreK through Six and another focused on grades Seven through Twelve. The groups include parents, a member of the school board, teachers from each grade level, guidance counselors, school nurses, building administrators, and SAU office administrators. Our first meeting will be held on Wednesday, June 24th.

The District is in the beginning stages of establishing a **Diversity Awareness Committee** in response to recent events in the country and our community. The District Diversity Awareness Committee will include teachers, administrators, and parents from all of the District's schools. Each school will also have a

Diversity Awareness Committee that mirrors the District Committee. The goal of the District is to examine our pedagogical practices: the language we use, the texts and materials we present to our students, and the curriculum (particularly instruction in social studies). We will be working to ensure that we continue to be culturally inclusive and responsive. We need to teach ourselves, each other, and our students how to identify racism, bias, and oppression. As educators, we must continuously work toward becoming agents of positive change through self-reflection, and education. Sanborn is committed to this work.

### **BAKIE AND MEMORIAL**

All the staff at Bakie and Memorial Schools are to be commended for their efforts to prepare classrooms and pack school materials ahead of the physical move of materials between elementary schools. Due to their hard work, the moving company was able to complete the move a full day faster than originally planned. Professional staff members were welcomed on Friday, June 12th, to inventory materials they packed and envision how they intend to set up their new instructional space. With the move now complete, our attention has now fully turned to preparing D.J. Bakie School to open as a Pre-K-Grade 3 building in the fall and Memorial School as a 4th, 5th, and 6th grade upper elementary. Our custodians continue to prepare classrooms, the maintenance department is taking care of the punch list of projects, and our school leadership teams are finalizing each building's respective master schedule. Our administrative team is looking forward to working with the Return to School PK-6 Workgroup to determine the most appropriate way to re-open school in September. We wish all of our staff members, parents, and students a wonderful and much deserved summer and thank everyone for the many efforts that went into making the remote learning experience a success.

### **MIDDLE SCHOOL**

On Monday June 1, the middle school held its 8<sup>th</sup> grade celebration ceremony. The Class of 2024 consisted of 113 students. All staff at the middle school should be commended for their efforts to pack school materials and prepare classrooms ahead of the physical move between the middle school and the high school. Professional staff members were welcomed to the new 7<sup>th</sup> and 8<sup>th</sup> grade classrooms on June 8<sup>th</sup>-12th to inventory materials they packed and envision how they intend to set up their new instructional spaces. Our custodians continue to prepare classrooms and the maintenance staff is completing necessary projects, and our school leadership team is finalizing our fall master schedule. Our administrative group is looking forward to working with all

stakeholders to determine the most appropriate way to reopen our schools in September. We wish all of our staff members, parents, students, and guardians a wonderful and much deserved summer break. We also wish to thank everyone for the many efforts that went into making the remote learning a positive experience during a very difficult time.

## **HIGH SCHOOL**

On Friday June 5, the high school held its graduation ceremony. The Class of 2020 consisted of 151 graduates. Of these graduates:

- 56% plan to attend a 4-year school,
- 13% plan to attend a 2-year school,
- 17% plan to be employed,
- 5% plan to attend a career/technical school,
- 5% plan to work in an apprenticeship program,
- 4% plan to enter the military or armed forces.
- 

The District salutes the following seniors for the commitment to serve our country:

- Charles Cook, United States Marines;
- Christopher Crispim-Gasper, United States Air Force;
- Kacey Frost, United States Air Force;
- Jack Griffin, United States Navy;
- Ryan Magnusson, United States Marine Corps;
- Horace Wood, United States Marines

The District also salutes the following seniors who held special titles at graduation:

- Emily Abney, Valedictorian;
- Jacqueline Genthner, Salutatorian;
- Luke Larkham, Class Essayist;
- Sarah Munroe, Class President

In other news, school administrators have been busy working with staff to close out the school year. Teachers are inputting final grades and underclassmen have been making appointments to come to the building to pick up personal belongings. Hiring is nearly complete. Currently, the school has one open math position left to be filled.

## **SPECIAL EDUCATION**

The Special Education Department is working on Extended School Year programming which for most students runs remotely from July 6- July 30th. All staffing needs have been secured and staff are working with families to determine service delivery times.

In addition, the department is fully staffed for next year, with the exception of paraprofessional support staff. We are fortunate to have found a dually certified individual who will be our new Special Education Department Reading Specialist which was funded by a reduction in other staffing.

Email Acknowledgements from the public- None to report.

#### 4. **COMMITTEE REPORTS**

4.1 Policy- No report

4.2 Excellence in Student Achievement (EISA)-Ms. Mahoney reported the group met earlier this evening. We adopted our goals for the year. We are carrying our goals forward but they were universally adopted. We will be to develop a plan to implement improved math instruction, develop end of year benchmarks for each grade level (K-6) with the intent of implementing a new grade reporting system by fall of 2021, explore the grade system and determine critical content. We had a fairly lengthy discussion on the Alma software. Mr. Ambrose would like us to decide by July 15 which way we are going to go; whether to adopt the Alma software or stick with the current Wazzle software which was problematic at the end of this year especially. We also talked a little bit about the math curriculum search.

4.3 Facilities- Chair Baker reported the following:

The Facilities Committee met on Wednesday, May 17, 2020 at 3:45 PM

In attendance: Jim Baker, Jamie Fitzpatrick, Larry Heath, Matt Angell, Business Administrator and Thomas Ambrose, Superintendent

We reviewed and approved the Minutes of: [Wednesday, May 20, 2020](#)

We reviewed the Revolving Fund Balances as of May 30, 2020. There were no changes to the balances other than a small amount of interest earned.

We reviewed the Budget Expenditure reports through May 30, 2020. The combined total of Health and Dental and General Budget Expenses were

\$28,050,657.34, the Encumbered was \$5,380,382.84, the Remaining Balance was \$1,594,615.10.

Business Administrator Matt Angel updated the committee on the status of the Memorial School Entry and the condition of the grounds at the Chase Field.

Matt Angell updated the committee on the status of June 30, 2020 fiscal year end funds. He will give the presentation to the school board later tonight.

The next Facilities meeting will be held on August 19, 2020. Consult the SAU17.net website for scheduling and access or location details.

The next Facilities Subcommittee meeting is scheduled for August 19th.

4.4 Finance- Mr. Fitzpatrick reported the following:

The Finance Committee met remotely on June 10, 2020

In attendance: Ms. Dutton, Mr. Baker, Mr. Fitzpatrick (Chair), Superintendent Ambrose and Business Administrator Mr. Angell

Checklist for remote meeting read by J. Fitzpatrick

Motion to approve the Minutes from 6/3 by J. Baker. 2<sup>nd</sup> by D. Dutton.

Unanimously accepted in roll call vote. (To be amended for Chair name change)

M. Angell reviewed Revolving fund balances.

No questions on current status.

Mr. Fitzpatrick noted that the March warrant article funding would happen in July from unexpended funds as of June 30, 2020 as per the requirements of the warrant article.

M. Angell Reviewed the Revenue and spending reports:

- Excess Revenues expected of \$388K
- Unexpended Funds (including healthcare) of \$1,616K
- Additional spending estimates (MS Locker/Bathroom, Memorial entrance, Paving -\$400K
- Misc. other spending anticipated -\$5K
- Subtotal unexpended funds-\$1,600
- Flow back of FY19 withholding-\$400K

- Warrant article reserve funding -\$125K
- Net subtotal unexpended anticipated-\$1.87M
- Remove Proposed 500 K FY20 Reservations-\$500K
- Net total unexpended Funding-\$1.37M
- Estimated Tax impact- Kingston (\$0.02) Newton (\$0.16)
- Net impact on 300K assessment- Kingston (\$6) Newton (\$48)
- Tax Impact calculations include reserving \$500K in unexpended funds.

J. Baker noted that this is the School tax estimate only. Towns approved significant spending increases in March that would impact tax rates and thus overall taxes would go up from the towns.

M. Angell noted that these are estimates only and do not take into account the re-valuation dues in 2020.

M. Angell also noted that we have not yet got updated quotes on Memorial entryway or Paving and signage, though he does now have leads on signage companies that would be interested in quoting.

Discussed the desire for an accounting of the original HS/MS transition plan and timing of expenditures and savings and an update as to where we are presently with the funding that has already occurred in FY2020, including impacts of contractual increases that were funded in FY20.

M. Angell noted that due to some system issues he was not able to pull the data yet. This will be reviewed at the next Finance committee meeting.

J. Baker noted he would also like to understand what was funded in FY20 that had been anticipated and planned to be spent in FY21.

Discussion on the Goals of the Committee for coming year:

Review of proposal of review/Audit of: IT, Athletics and Special Education.

J. Fitzpatrick noted that this would be a review for how programs are delivered and what if any improvements can be found in efficiency and effectiveness of programs.

In discussions it was agreed that this would be an Audit of the current programs and funding as in all audits likely would have areas of continuous improvement and reviews of not just what is being done but of what is not being done.

J. Baker and D. Dutton agreed with goals.

**NOTE – I DID NOT ASK FOR MOTION AND NO ROLL CALL VOTE SO THESE GOALS ARE NOT YET OFFICIALLY ADOPTED.**

T. Ambrose asked for further discussion on reserving the recommended \$500K for FY20.

In discussions was agreed would be better to have more firm numbers and the updated accounting of initial transition plans costs and savings and what was funded in FY20 and still to be funded in FY21 as previously discussed.

Discussion also on FY20, FY21, FY22 Budget development and the full impacts showing up in the proposed FY22 Budget that will be generated in the fall, and the need for the current accounting as presently known from FY20 Spending vs. initial plans.

Meeting Adjourned.

5. **STUDENT COUNCIL REPRESENTATIVE REPORT**- Mr. Tedford reported that things have not started yet for the upcoming school year but he appreciates just watching and learning right now in preparation for next year.

6. **NEW BUSINESS**

- 6.1 **Grade Reporting System Approval (Cont'd)**- Chair Baker asked for more feedback from the group.

Superintendent Ambrose said in the EISA Committee they discussed three options, adding that this is not an emergency but it would be helpful to start working on it sooner than later because of the transition and because the data transfer process can take a significant amount of time. The options are:

1. Adopt the software for next year which would be a savings of 2K. (Administration is very excited to try Alma having been severely frustrated with the current software Wazzle).
2. Have a special meeting in a couple of weeks to give people more time to research the product and then convene for a decision.
3. Board approves the EISA Committee to do further research and then make a decision. (EISA would like to speak with references of other SAUs

using the software. Dr. Haynes and administration have done this and feel comfortable, but he stressed that the Board members need to feel comfortable too).

Chair Baker asked EISA to comment on option #3 and whether they are comfortable with it.

Ms. Mahoney said she is comfortable with this and feels it is in their purview and part of their mission statement.

Mr. Fitzpatrick agreed.

Dr. Brown said it looks like a good system and she is ready to support it; Alma has a huge following in the 8 years they have been going with many districts supporting it and doesn't think we should delay it.

Mr. Broderick expressed his concern over parents' past complaints saying it is incumbent on administrators and the EISA Committee to take a look at this and make sure it is simple enough for parents to understand their child's progress/grades.

Superintendent Ambrose said EISA can work on the content but he would like the report card to be approved by the Board. There are 3 components he would like to have every parent know about their child that should be reflected in a report card:

1. Where is the child against benchmarks
2. What can the parent do to help
3. How is the child doing relative to peers

Chair Baker thinks it is an impressive platform and very customizable, especially to be able to track data on a real time basis. He added that we should give the nod to the EISA Committee to do more research and if everyone is in agreement

Mr. Heath commented this software takes a lot of time to implement and we want to be sure it is done right. So, if we agree this is the right program to go with after EISA does the research, then we should allow them to approve it and get going.

Chair Baker asked for a Motion.

**Mr. Heath made a Motion to allow the EISA Committee to continue reviewing the Alma software, make a decision whether to use it or not and the Board will support their decision. Motion seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**

Mr. Fitzpatrick added that Dr. Haynes should check on which SAU in NH has been using it the longest to determine the level of service given.

6.2 Contingency Fund Discussion- Superintendent Ambrose prefaced the discussion by saying that Mr. Angell has worked really hard to try to be a community partner recognizing that many families are struggling in the midst of the COVID crisis. He has combed the budget, along with Jodi Gutterman who came up with some additional savings from Special Education so everything he is about to show you has savings we were able to make by pushing things off to the next budget. The community should hear that these numbers are not typical and we are trying to lower the tax rate the best we can to help so people can pay their tax bills next year.

Mr. Angell shared this [HERE](#) on the Contingency Fund and reviewed a more detailed spreadsheet as well, saying they will be able to release 400K in encumbrances to go towards reducing the tax rate, so we are looking at just over 2M in appropriations that's being turned back to the taxpayers.

Mr. Angell continued with the calculation for the Contingency Fund statute which is based on net assessment, saying that the District was able to set aside \$569,245 which if we take out the maximum amount for the Contingency Fund, we would have 1.8M available to reduce the tax rate. (For Kingston a reduction of 35 cents per thousand and 59 cents per thousand for Newton.

Mr. Baker emphasized that this would reduce the school portion of the tax bill and does not affect the portion of the tax bill that comes from the county or the towns.

Discussion ensued.

**Chair Baker made a Motion of a minimum return to taxpayers of \$1.8 million dollars with the balance remaining to be retained as a contingency fund of up to a maximum of \$569,245.00, seconded by Mr. Heath**

**Roll Call Vote: All in Favor**

- 6.3 Sanborn Athletic COVID-19 Reopening Plan- Superintendent Ambrose prefaced the presentation by saying that he asked Mr. Dawson to be here because as we move forward in the next few months this is going to be gray at times and there will be items I will bring forward to ask you to weigh in on. I would like to see our children using the fields this summer and Mr. Dawson has done a lot of homework to guide the opening and use of fields. As the new Assistant Principal for Student Activities (Athletic Director), I wanted him to share how complex this is with you and have you weigh in.

Mr. Dawson reviewed a document [Here](#) on the reopening guidelines.

Ms. Mahoney asked if the coaches were consulted and if the 12 foot distance is workable. Answer: Yes, there are 2 coaches both High School teachers. There are drills they will do with no contact, so the 12 foot distancing will be enforced.

Dr. Brown expressed her appreciation on Mr. Dawson's work on this.

Chair Baker asked about a schedule and when that would be ready.  
Ans. -When the fields are ready with markings and restrictions in place.

Mr. Fitzpatrick thanked Mr. Dawson and asked whether waivers will be signed and we should be aware that keeping 12 feet apart at all times is difficult.

Answer- Yes, waivers will be signed.

Mr. Broderick commented that the Risk Management consultant at Primex should be contacted just to be sure.

Ms. Dutton said 12 feet apart is a good idea as the stay-at-home order issued on 6-15-20 for adult fitness classes recommends 8-10 feet. With kids needing more distance, this 12 feet makes sense.

Ms. Mahoney asked what the policy is for the public's access to the fields.  
Answer- (Mr. Ambrose)- The intention of bringing this here is that we will adopt this for now as our *Use of Field Agreement* and if people want to use our facility, they have to follow what is on the list, whether it is Sanborn Students or anyone.

Mr. Ambrose asked that the Board give the authority for Mr. Dawson to maintain the list and update the document over the summer based on ongoing guidance.

**Mr. Heath made a Motion to authorize the requirements presented by Mr. Dawson for the Reopening of Sanborn Athletics 2020 in a COVID-19 Situation and allow him to make necessary changes to these policies, seconded by Mr. Baker.**

**Roll Call Vote: All in Favor**

7. **OLD BUSINESS**

7.1 Medical Supplies Update -Mr. Angell reported that he is ordering face masks for the Fall.

8. **OTHER BUSINESS**

8.1 Next Meeting Agenda- Chair Baker asked that agenda requests be emailed to him and Mr. Ambrose.

8.2 Announcements

8.2.1 The next School Board meeting will be held via Zoom on **Wednesday, August 19, 2020 at 6 PM**. This will either be a remote connection via Zoom and the link will be provided on the District's website at [www.sau17.net](http://www.sau17.net) or an in person meeting to be held in the Library at Sanborn Regional High School.

9. **NON-PUBLIC SESSION**-RSA 91-A: 3 II- **Mr. Heath made a Motion to enter a Non-Public Session per RSA 91-A: 3 II seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**

10. **ADJOURNMENT**- Meeting adjourned at 8:17 PM

Minutes Respectively Submitted by:

Phyllis Kennedy

School Board Secretary

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Sanborn Regional School Board

Via Zoom Connection

Continuing Public Minutes

Wednesday, June 17, 2020

**Motion made by Mr. Heath to exit the Non-Public session at 8:29 PM, and to seal the Non-Public Minutes in Perpetuity, seconded by Ms. Mahoney.**

**Roll Call Vote: All in Favor**

**Motion made by Mr. Heath to approve a 6K increase for Kristin McNulty beginning on July 1, 2020, seconded by Ms. Mahoney. (This is to continue the stipend and increase the base salary by 6K back to standard hours).**

**Roll Call Vote: All in Favor**

Meeting Adjourned at 8:30 PM