

**SANBORN REGIONAL SCHOOL BOARD  
MEETING MINUTES**

**June 3, 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 3, 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  
Brian Stack, Principal  
Heidi Leavitt, Director of Counseling

**Student Council Representative:**

Jake Tedford

1. **CALL TO ORDER** at 6:01 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. Heath in at 6:30 PM)

Chair Baker introduced the new 2020-21 Student Council Representative Jake Tedford and asked him to say a few words. Audio issues on Jake's end prevented this and we will learn about him later.

2. **ACTION ON MINUTES: Review of Public Minutes of [5-20-20](#)**

**Mr. Baker asked for a Motion to approve the Minutes of May 20, 2020, moved by Dr. Brown and seconded by Ms. Dutton.**

No discussion

**Roll Call Vote: All in Favor**

3. **COMMUNICATIONS**

3.1 Distribution of Manifest Documents- Mr. Baker noted that the Manifests are being distributed electronically and said that Mr. Angell still needs a signature and two board members offered to sign.

3.2 Nominations- Superintendent Ambrose reported the following:

Middle School

Stacey Wooster-Special Education Coordinator

High School

Julia Ryan- Media Specialist

**Chair Baker asked for a Motion to accept the nominations, moved by Ms. Mahoney and seconded by Ms. Dutton.**

No discussion

**Roll Call Vote: All in Favor**

3.3 Resignations-None

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

Remote learning ended for all students, K-12, on Tuesday, June 2nd.

**Memorial School:**

At the conclusion of remote learning at Memorial, we are proud to report that just over 97% of students consistently engaged in remote learning assignments and provided sufficient evidence of engagement and learning to close out the 2019-2020 school year. Memorial School administration, guidance, and staff were in consistent communication with 100% of families during this time to ensure the health, safety, and wellbeing of all enrolled students.

On Tuesday, June 2nd, 98% of all families drove to the Memorial School to pick up student belongings and drop off chrome books, chargers, and library books. There were many smiles, a few happy tears, and for a few brief moments, a sense of normalcy in a very difficult time.

On Wednesday, June 3rd, Memorial School staff in addition to Newton Police and Fire Departments gathered to celebrate our 5th grade students in a drive through event with social distancing. It was a wonderful and happy celebration for all and we thank everyone who helped to make our fifth grade students feel special for their accomplishments at this important transitional point in their educational journey. We also need to mention the many efforts of our PTO to support our staff and students, especially those in the fifth grade. Thank you!

Lastly, Memorial School staff continues to pack the majority of our building and will be ready for the June 8th moving date. Thank you to everyone, especially our custodial staff, for their many efforts to make this move possible. Also, Mr. Angell and Mr. Riley have been absolutely essential in this process.

**Bakie School:**

Bakie School is happy to report that we averaged just over 96% attendance (this is an amazing number!) and engagement throughout remote learning. The collection of school items and distribution of student belongings on June 2nd was well organized and well attended.

On Wednesday, June 3rd, all 5th Grade students were honored with a unique drive through celebration with social distancing and all 3rd & 4th grade students were recognized one last time before moving onto Memorial School next fall. Our whole staff would like to thank the Kingston Police and Fire Departments and School Resource Officer, Dan Doyle for their assistance with reverse car parade celebrations. We could not have handled the volume of cars or made nearly as much noise without your help!

Finally, Bakie School wishes Mrs. Robin Baker all the best as she retires from the Sanborn Regional School District after 31 years of service leading our Pre-K program. "Miss Robin" is well loved by many and that was truly on display during a special retirement car parade on Tuesday, June 2nd. So many families took time to come express their thanks to Robin. And true to form, Robin was able to greet each student and their families by name as they drove through. Bakie will miss you, Robin and we all wish you the best in retirement!

### **High School:**

Now that Remote Learning has ended, the Guidance Department is working with teachers to finalize grades and develop plans for students who either did not successfully complete courses or need additional time as a result of the hardships placed on them from the pandemic. It is too early to have data to report to the Board, but that will be coming at the next meeting.

This Friday, the school will host its 131st graduation ceremony. Although it will look a little different than past events, it will certainly be a day to remember with a few surprises thrown in for good measure. Important information on the ceremony, which starts at 4PM on Friday June 5, is available on the school website. The school is also working with the First Congregational Church in Kingston on a virtual Baccalaureate ceremony which will be broadcast live Thursday evening at 7PM. The link to watch this as well as graduation is available on the school's website.

Last Thursday, seniors came to the school to settle their financial obligations and pick up their caps and gowns, awards and plaques, scholarships, and any other personal belongings. They were excited to leave with a gift-wrapped box with all of these items. Next Monday, students in grades 9-11 will be permitted on campus to pick up their belongings. More information on how to sign up for an appointment for that is available on the school's website and in the daily newsletter.

### **Middle School:**

We want to thank all our students, teachers, staff, parents/families for such tremendous on-going support and dedication to the SRMS school community at-large during this incredibly challenging time for us all. When we look back, we will remember the life changing difficulty of dealing with a nation-wide pandemic, but more importantly, we will remember how we all came together to ride out the storm.

The Grade 8 Celebration took place on June 1<sup>st</sup> as a reverse parade where social distancing was practiced yet all students could be recognized and celebrated for their achievements. The festivities were attended by the majority of our 8<sup>th</sup> grade families as well as 99% of the staff. We would like to thank the MS Boosters for providing each 8th grader with a beautiful beach towel to mark the occasion. (Reverse parades are when students' cars go by teachers to recognize them).

The collection of school items and distribution of student belongings in the 6<sup>th</sup> and 7<sup>th</sup> grade on June 3<sup>rd</sup> was well organized and well attended by the staff.

In closing, we want to congratulate the 8th grade class of 2020! Their flexibility and adaptability in light of their world being turned upside-down is to be applauded. Although the celebration looked a bit different this year, it was a day that will be remembered.

#### **Curriculum and Assessment:**

We have successfully brought the year to a close and are now shifting focus to a very busy summer filled with professional development opportunities, Summer Renewal activities, and planning for our return to school in the fall. Due to the ongoing pandemic, many of the activities and PD offerings are still up in the air, and we hope to have answers as we move through June.

#### **Special Education:**

The Special Education department is wrapping up annual IEP meetings. Given the Governor's recent Executive Order, Emergency Order #48, with guidance relative to special education, the department is working in collaboration with other districts and state officials to determine appropriate next steps. The order provides guidance on evaluations, ESY (Extended School Year) and compensatory education. The Sanborn Regional School District has a few ESY meetings scheduled in the next week to discuss potential ESY services for students that typically are not found eligible for ESY. Staff has been secured for ESY and the department is working on getting a final count on student participation. Some families are opting out of ESY services this year as they feel their child(ren) needs a break from technology while others who generally do not participate are interested in having their child(ren) attend remotely. We are still waiting to hear back from some families who are still undecided.

With our one nomination tonight, I am pleased to announce we are fully staffed, minus one new position, for the fall with special education teachers and

coordinators. We are in the midst of looking to hire a Reading Specialist for the department; there are only a few applicants thus far and we have not started the interview process.

**Human Resources:**

The Human Resource department is in the middle of its busy season. Open enrollment is in full force, contracts are being signed and returned, professional development requests are being finalized, new employees, resigning employees, and retirees are being processed, and staff certifications have been updated. Although we are still in the process of ending this school year, the human resource department is also in the midst of starting the new school year, as that date is July 1st.

**Acknowledgements from public:**

A resident from Kingston (Karen Griffin) who is a former graduate of Sanborn as are her two daughters called to say they would like to recognize graduates and are making candy leis and will be placing them on the graduate's 2020 lawn signs. Because of their limited budget she is not able to do 160 but is aiming for as many as possible.

**Other News:**

We are working to create some post-COVID-19 work groups after meeting with parents. The format will be a group of individuals from all different areas that will contribute to helping us plan for what school will look like in the fall. This is just beginning to form and there will be more information at the next board meeting but we have a teacher from each grade level, school psychologists, school counselors, the Principals from each building along with Dr. Haynes, Mr. Angell, Ms. Gutterman and me. I have asked Mr. Fitzpatrick to help out with grades K-6 as he has a child at that level and Ms. Dutton to help out as well. If any Board members would like to participate in one of those work groups, there will be a pre-k -6 group and a 7-12 group with 7 parents per group.

The groups will work to talk about all the different parameters issues and variables that are coming up through all the different lenses with an understanding that any step has to be approved by the Board so that the whole board will be involved because we'll have to present to you what we're thinking. We may need an extra meeting in July or early August to discuss this so I just want everyone to know that I don't expect this to be a normal summer. I may need policy committee meetings, I may need finance committee meetings and I

may need meetings with the School Board to discuss the potential plans for the fall.

Before I close, I want to acknowledge Heidi Leavitt who has gone above and beyond the call of duty in spending many, many hours on the social/emotional aspects of this pandemic; delivering lunches, coordinating the lunch program, coordinating a food pantry, coordinating the Guidance Department, parent groups plus doing the Master Schedule at the High School. She also worked with the School Psychologist to offer support to our families, so thank you for your tremendous efforts.

Mr. Stack also echoed how incredibly helpful Ms. Leavitt has been to our organization.

Ms. Leavitt responded thank you for the recognition, I have an amazing team!

#### 4. COMMITTEE REPORTS

4.1 Policy-Dr. Brown reported we met tonight. In attendance was the Superintendent, Business Administrator, Ms. Dutton, Ms. Mahoney and I. We discussed two policies you will see later on the agenda and the K policies which we will be reviewing over the summer. Section K is School and Community Relations; a mixed bag of many different types of policies, everything from Facilities Use to Advisory Committees. So, we will be touching base with some of the other subcommittees about some of these policies and hopefully present those first thing in the fall. Our next meeting is September 2nd or earlier at 5PM.

4.2 Excellence in Student Achievement (EISA)-Ms. Mahoney reported the next meeting is June 17th at 4:45 PM.

4.3 Facilities- Chair Baker reported the following:

The Facilities Committee met on Wednesday, May 20th at 4:00 PM

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

Call to Order: Committee meeting began at 4:00 PM

We reviewed and approved the Minutes of: [Wednesday, May 6, 2020](#)

We reviewed the Revolving Fund Balances as of April 30:

The combined balances of the Funds were \$680,724.45. There is an additional \$125,000 to be added in the coming fiscal year that was approved by voters in March. There will also be \$140,000 added over the coming year from rent of the Middle School. Jamie Fitzpatrick questioned returned building rental fees. Matt explained that they are refunds for rentals that had to be cancelled due to the COVID-19 pandemic.

We reviewed the Budget Reports as of April 30:

The total expenses including Health and Dental were \$25,746,561.50. The total encumbered was \$7,342,989.20. The Unexpended balance was \$1,936,104.58. We also reviewed Revues, including Fremont's Tuition and some smaller amounts due by the end of this fiscal year.

Matt Angell provided a Middle School Transition Update - the new Middle School office is only waiting for the ballistic window and counter top for the receptionist. The middle school has been moved from the old building to the new space at the High School. The old middle school building is almost completely empty and ready for the new tenant to move in. The contract for the bathroom renovations has been signed and construction will begin soon.

The Committee discussed Parking lot signage - The plan is to update and add signs at each of the buildings for parking lot flow. Matt Angell explained there is some difficulty getting information from Vendors right now. Jim Baker questioned how the district is finding sign vendors. Matt explained that he has been calling around to all local vendors and is having difficulty getting returned calls. Larry Heath recommended contacting Pete Broderick for a contact for Salem Sign. Matt advised the committee that he has tried contacting Salem Sign, Jutras Signs, & New England Barricade. Matt will continue working on this.

The Committee discussed the status of Paving of the HS parking lot to reconfigure the Parent pick-up loop. Matt Angel has one quote and is reaching out for others. The paving will only be for the areas of the parking lot at the High School that are changing. There will also be seal-coating of other areas which will be determined once Matt receives costs.

The Committee discussed plans for Room 126 which has been used for book storage. Matt Angell reported the size of the room needs to be reduced and Matt plans to put in a storage area to take care of that. Also, instead of putting in a window, the current plan is to put in double doors with windows which will cost less. The High School plans to use the space as a "maker space" for large

special cross curricular projects. Jim Baker questioned what space the High School is currently using for the program. Tom Ambrose explained that many areas of the High School are being used, including hallways, the cafeteria, and pieces of other classrooms. Jamie Fitzpatrick felt that this room had been explained in the past as a space looking for a purpose. Matt and Tom explained that some of the other suggestions made in the past were based on the size of the room and codes that needed to be adhered to while taking into account the cost of changes that would need to be made so that it could be used as a classroom. The High School has long wanted to use it as a place for the “Maker Space” program. Jamie Fitzpatrick asked about the estimated cost. Matt estimated the cost to be approximately \$10,000 for the door, plus labor to make the ceiling & HVAC adjustments.

There was no Public Comment. The Meeting adjourned at 4:41 PM

(Mr. Stack clarified the room for maker space room #124)

4.4 Finance- Mr. Fitzpatrick reported the following:

The Finance Committee met today and I will report on that at the next meeting but will note a few of the items now:

- ◆ The Finance Committee reviewed and recommends to the School Board the approval of the funding of the accounting program, that will be coming before the Board tonight, through the Facilities Use Revolving Fund.
- ◆ We also had a Motion to proceed with the purchase of about 185 computers (without the service contract) which would impact next year’s budget.
- ◆ The warrant articles were written such that the funding would come from the Unexpended Funds as of June 30, 2020 (this year’s budget) which will be posted into the Reserves on 7-1.

5. **STUDENT COUNCIL REPRESENTATIVE REPORT**- Mr. Tedford was still experiencing audio problems and he let Mr. Ambrose know that he did not have much to report and would follow-up at the next meeting with another report.

6. **NEW BUSINESS**

6.1 School Board Goals 2020- 2021- Mr. Baker began by asking Dr. Brown to read the 2019 School Board Self-Evaluation which she read as follows [HERE](#). Dr. Brown said that 90% of the goals were achieved and thanked Superintendent Ambrose and Leadership for their ongoing and tireless efforts.

Mr. Ambrose thanked Dr. Brown and said it is a team effort and everyone working together has made this happen. We still have a long way to go but we are making strides.

Chair Baker commented that Goal 3 (Mapping Curriculum Outcomes) was not met and is a complicated goal greatly impacted by COVID-19 situation which interfered with its completion. He has put together a suggestion of 3 goals (with what is left of Goal 3 divided into 2 goals) but first asked if the Board has any goal suggestions.

Mr. Fitzpatrick said the Finance Committee talked conceptually about some goals but will wait to make sure they dovetail with the Board's goals.

Dr. Brown said our current Strategic Plan will expire this coming year so in the fall of 2021, we will need a new Strategic Plan drafted.

Chair Baker presented his suggestion of goals with a narrative [HERE](#). He added this is a starting point, a road map with details to be worked out by Administrators, EISA and other subcommittees.

Mr. Ambrose agreed with Mr. Baker that the work of the subcommittees will be critical in all aspects of this plan. He added that another outbreak of COVID-19 would be the only block to achieving these. He recommended adopting the 3 goals as written.

Discussion ensued.

**Chair Baker asked for a Motion to approve Goals 1, 2 and 3 moved by Dr. Brown and seconded by Mr. Heath.**

The group established the following goals:

## 2020-2021 School Board Goals

1. Establish a timeline plan and mapping to begin the implementation of Math and Reading programs. Math program to begin implementation in the Fall of 2021.
2. Choose a new grade reporting system including a new report card for implementation in the Fall of 2021.
3. Create a Core 5 year Strategic Plan.

### **Roll Call Vote: All in Favor**

- 6.2 Use of Science Building on Seminary Property-Mr. Angell reported that we received a request from the Rockingham County Sheriff's Office to use the Science Building for tactical training with the Air Force Para rescue Operators on July 13th, 14th and 15th. He had received approval from Chinburg Properties (now that we have signed the P&S, he needs to obtain their approval as well) and their only question was whether Rockingham County would provide a certificate of insurance and they have provided that.

Mr. Broderick commented that this training has been going on for many years and this is a normal request and they do some very, very good work. He would recommend approving this.

Mr. Fitzpatrick is in approval.

Mr. Ambrose would have previously approved this but now has to go through Chinburg Properties.

Mr. Baker said his only concern is that there is no expiration date and it needs to say that.

Mr. Angell said it is only for those 3 days; July 13th, 14th and 15th.

Mr. Ambrose said we can add it to the Motion.

Chair Baker asked for a Motion.

**Mr. Heath made a Motion that we allow the Sheriff's Department, the U.S. Air force and the Kingston Police Department to use the Science Building for their proposed training on July 13th, 14th and 15th (of 2020). Motion seconded by Ms. Dutton.**

**Roll Call Vote: All in Favor**

6.3 Electronic Sign at High School-Superintendent Ambrose reported that the Seminary Trustees would like to purchase an electronic board for the High School and we have to go about this one of two ways. There is currently an ordinance in the Town of Kingston prohibiting electronic signs, so before he brings this to the Selectmen asking for an exception, he is bringing it to the Board to see if they would support purchasing an electronic sign of this type.

Mr. Broderick commented that it would indeed be a violation of their ordinance and would have to go to the Zoning Board to try to get a variance. He added that the town library tried to get an electronic sign and it was shot down, so based on past history I would say we are wasting a lot of time if we approve this.

Superintendent Ambrose said he is fine with the will of the Board on this. Having a sign that changes automatically has convenience, but having said he is not sure it is worth going through the process of petitioning everyone. He is asking for the Board's opinion and not making a recommendation.

Mr. Fitzpatrick asked what the intent of the sign is; are the Trustees willing to pay for it? Mr. Ambrose answered, yes; they donate a tremendous amount of money to the school.

Mr. Stack said the Trustees would still have to vote on this so this is just a proposal right now. They did not want to pursue it if it was not something the School Board was interested in. They have done a lot of research on the merits of this, looked at other schools, and talked to us about it, so they have done as much homework as they can. The electricity to the sign is another factor which we would need to get a quote on that would take a considerable amount of time.

Mr. Ambrose asked Mr. Stack whether the Trustees would consider tabling this for another year. Mr. Stack said they would consider that helpful information.

Ms. Dutton said that in her experience, the Town of Kingston is extremely set on their sign rules and regulations and they seldom make exceptions to the rules. So, looking into something is fine but it could be a very long process.

Chair Baker said the Trustees have certainly been generous with donations to the schools and he wonders how high a priority this is and whether there is a better use for the money.

Mr. Stack said the Trustees have not met formally on this; they only meet once a year in the summer and that may get delayed because of the Pandemic restrictions. A small group did the research in preparation for a larger discussion.

Another point and a priority for us is being a good neighbor and the vendor said the sign can be shut off too at night.

Mr. Fitzpatrick asked about the risk of vandalism. Mr. Stack we always run that risk but the sign would not be near the entryway but back further on the property.

Chair Baker summarized that it seemed like there would be a lot of hurdles in terms of town approvals and not enough enthusiasm on our part to want to put them through that, so thanking them and passing on the proposal seems like a good idea, unless at some point it becomes a priority for us. He asked how others feel.

Mr. Heath agreed that it is a good idea to wait on this proposal.

Mr. Ambrose also agreed and asked Mr. Stack to relay their decision to hold off to the Trustees. He stressed their appreciation for all that they do.

Mr. Stack added for the public's knowledge that they donate 30K a year directly to programs that support high school students.

- 6.4 Disposal of Surplus School Property-Mr. Angell reported that school policy (Policy DN) authorizes the Business Administrator to dispose of surplus items according to different categories as follows: reallocation within the district with an internal notice posted, store for future use, sell to highest bidder if the item's estimate is over \$1000, dispose of items less than \$1,000 in the best interest of the district, donate to charitable organizations and other schools and

give citizens notice of a first-come-first-serve basis with 2 weeks prior notice and disposal in a landfill and /or a recycling facility.

Despite having the authority to dispose of the property at the Seminary Property and the property from the closure of the Middle School, Mr. Angell would like to give the School Board the opportunity to say yay or nay because it is a lot of material which Mr. Angell shared with the group.

He laid out his disposal plan as follows:

1. Reallocate as much as possible within the district as there are classrooms to fill out. Also, to rent a portion of the old Middle School out, it will need to be outfitted for things such as Continuing Education, etc.
2. Furniture- some saved from high School /store in portables at Middle School.
3. Charities & Non-Profits-older computer equipment/adult sized desks
4. Local Public Yard Sale -on Seminary lawn
5. Salvage-remainder of items

Mr. Ambrose said we are asking for permission to dispose of anything not reusable or recyclable.

Dr. Brown commented that we should check with the Southern Rockingham Coalition for Healthy Youth (SoRock) to see if they can use any of these surpluses.

Mr. Fitzpatrick commented that having a first-come-first-serve yard sale is concerning as Early Birds could take items and leave nothing for others. Also too many people gathering could set up a COVID-19 scenario. He suggested a more organized approach to letting people see tagged items that show how many there are of that item if they want to place a bid they can. Proceedings could go to a dedicated student fund.

Mr. Ambrose pointed out for the public that Chief Briggs had generously donated much of this furniture over the years through a relationship he has with a former student.

Mr. Stack said the former student (Brian Denver) who goes into defunct companies and disperses furniture. Mr. Stack added that he donates to non-

profits throughout the State as well as to Sanborn which has benefited us with over 100K worth of furniture in the last 5 years.

Chair Baker asked for the plan to remove Middle School furniture which Mr. Angell responded to. Mr. Angell also mentioned wanting to remove the Seminary furniture and other items first.

Chair Baker asked for thumbs up consent and received it from all Board members.

- 6.5 Surplus Vehicle/Town of Newton- Mr. Angell reported the town of Newton has offered to give us a Ford Explorer which he would like to accept and he would also like to take 2 of our vehicles offline; a Dodge Caravan (280K miles) and a Ford Windstar (320K miles).

The Ford Explorer will be used for our Maintenance person to go between the 2 elementary schools and for carrying tools and materials.

Chair Baker asked for the year and mileage on the Ford and whether students would work on it in the auto class.

Mr. Angell answered it is a 2004 with 150K and that the car currently needs brakes and body work which is excellent stuff for students to work on. Ms. Mahoney extended thanks to the Town of Newton for the donation.

**Chair Baker asked for a Motion to accept the donation of the vehicle, moved by Mr. Fitzpatrick and seconded by Ms. Dutton.**

**Roll Call Vote: All in Favor**

- 6.6 Financial System Approval- Mr. Angell reported our current financial system is at end-of-life. If we were to purchase a new system it is going to cost approximately \$300,000. If we stick with the current vendor, we can roll over to the new system without having to purchase any of the modules that we currently own. However, we are anticipating buying other modules to fill out the system. The total cost of the system, including one-time fees and annual fees is \$86, 676. Of the one-time fees, their licensing fee of \$17,323 and implementation costs of \$58,980 which include data conversion, project management and training on the new system. The recurring costs of \$10,373 is really broken into 2 parts; annual maintenance of \$2,864 and a hosting fee of

of just over \$7K. The server would be managed by the company. Savings of the recurring fees will save the District \$6, 585 per year. The ROI is 11.6 years. There are 2 ways to fund this; through General Appropriation (6 cents to Kingston and 8 cents in Newton) or through the Facilities Use Revolving Fund ( we charge fees for facility use, so no tax impact). He recommends Facilities Use Revolving Fund.

Mr. Fitzpatrick said they reviewed this in the Finance Committee and they unanimously approved recommending that the Board proceed with this and to agree with Mat's recommendation of funding it through the Facilities Use Revolving Fund as defined.

**Chair Baker asked for a Motion to approve the purchase of the financial software system funded by the Facilities Use Revolving Fund, moved by Mr. Fitzpatrick and seconded by Ms. Dutton.**

**Roll Call Vote: All in Favor**

- 6.7 Meal Assistance Program-Mr. Angell reported we have been approached by our food service company to set up a Trust Fund to receive donations to pay for students who can't otherwise afford a school lunch. The School Board has to accept this Trust and once it is set up, I am going to make a personal employee deduction that is going to come out of my paycheck to go into this fund. We are going to open it up to employees and anyone else who wants to Donate to this fund to pay for student lunches.

**Chair Baker asked for a Motion to approve the setting up of a Food Service Trust Fund, moved by Dr. Brown and seconded by Mr. Heath.**

**Roll Call Vote: All in Favor**

- 6.8 Approval for Writing Off School Lunch Balances-Mr. Angel reported that with COVID-19, some of the families are having difficulties paying off the school lunch balances at year end. As of June 2nd, there is an outstanding balance owed of \$13,966 by students and their families. Since this time, Mr. Stack has collected additional funds from parents so that the students can graduate, so the number is going to be lower. I hope the School Board will authorize the School District to write off up to \$2,975 of senior school lunch balances.

Mr. Stack added that there is a school policy that states students must clear up balances before they can graduate which is where this request is coming from So, waiving this fee allows students to march on Friday.

Mr. Fitzpatrick commented he does not like waiving debt as it is generally inappropriate and encourages behavior that you don't want to encourage but given that COVID-19 has blown things up and put people in a bad way and since Mr. Stack has validated that, therefore I will also.

**Chair Baker asked for a Motion to waive up to \$2,975 owed on Meal Assistance Programs, moved by Mr. Heath and seconded by Ms. Dutton.**

**Roll Call Vote: All in Favor**

6.9 Policies for 1st and 2nd Read- Dr. Brown reported that Mr. Angell contacted her to say we need 2 policies approved immediately due to a recent audit by the NH Department of Education; one needs updating as it doesn't comply with federal laws and the other one is a new required policy that we lack.

6.9.1 GADA-Employment References and Verification is a new policy which helps to prohibit aiding and abetting of sexual abuse.

6.9.2 GBEC/ADB- Drug-free Workplace and Drug-free Schools-needs updating.

**Dr. Brown made a Motion to approve with 1st and 2nd Read the NHSBA sample of revised policy GBEC and new policy GADA, seconded by Ms. Mahoney.**

Dr. Brown said these policies were discussed at the Policy Subcommittee meeting today and we had some great questions come up but apparently any attempts to modify the policies is really not feasible since rules and regulations that oversee these policies dictate the language of these policies and we were overthinking our criticisms, so we recommend that these policies be approved.

We would like to strike the section on syringe services from policy GBEC since we do not participate in such a program, so we will delete that section which was optional anyway.

**Chair Baker asked for a Motion to approve policies GADA and GBEC (with the deletion of the syringe portion) with a 1st and 2nd Read, moved by Dr. Brown and seconded by Ms. Dutton.**

**Roll Call Vote: All in Favor**

Chair Baker thanked Mr. Angell and the Finance Committee for their hard work on the financial software.

Mr. Ambrose noted that we neglected to add the purchase of computers to the agenda and we need to do that as it cannot wait until the next meeting. He asked the Board for a rare exception of amending the agenda to add this one item.

Mr. Fitzpatrick said that this was one of the items he had mentioned previously in his Finance Committee comments.

- 7.0 Discussion of Staff and Student Computers- Mr. Ambrose said we need to order these now due to the COVID-19 crisis or we won't get them and he asked Mr. Angell to report on this.

Mr. Angell said we have staff laptops that are aging with some going back to 2013. When teachers began working remotely, some did not have cameras on their computers so we need to start rolling over our computers to more modern ones. Overall, we need just over 200 computers but are asking for 185 and plan to keep this within the COVID-19 CARES Act for funding which allocated \$117K. So, this is an authorization to spend the maximum we can under the CARES Act.

Superintendent Ambrose said there is another permission needed from the Board to place an order for students in grades 7-9 which will be paid out of next year's budget, so we will use the student computer allocation of next year's budget for that as the students are going to need Chrome books at the High School. Just to be clear, we are planning to use money from the CARES Act and next year's budget money starting July 1st for these technology needs, so our goal is not to impact the taxpayers in the 2020 budget cycle but we need to purchase them now.

Mr. Fitzpatrick commented the Finance Committee has reviewed all aspects of this adding that some of the laptops range from 6-7 years old and are not functional. So it was a unanimous recommendation to the Board to approve these along with the budgeting caveats that Mr. Ambrose mentioned of it coming out of the FY21 budget.

**Chair Baker asked for a Motion to approve the 185 laptops with funding from the CARES Act or next year's technology budget, moved by Dr. Brown and seconded by Mr. Fitzpatrick.**

**Roll Call Vote: All in Favor**

- 7.1 Superintendent /Authorization to Hire- Superintendent Ambrose asked for this in order to hire any employees he needs to with their permission. He will continue to report out on who those candidates are but he will need this permission so that he does not lose any candidates in the meantime.

**Superintendent Ambrose asked for a Motion to have the authorization to hire candidates in the upcoming summer months, moved by Mr. Fitzpatrick and seconded by Mr. Heath.**

**Roll Call Vote: All in Favor**

- 7.2 Summer Calendar-Superintendent Ambrose asked that the Board keep Wednesday nights open in the next few months as we may be meeting in July or August. Flexibility is key right now.

7. **OLD BUSINESS**

- 7.1 Medical Supplies Update -Mr. Angell reported that there is no change and the State continues to supply them with items. It is becoming easier to obtain the supplies and all is stable.

8. **OTHER BUSINESS**

- 8.1 Next Meeting Agenda- Chair Baker asked that agenda requests be emailed to him

8.2 Announcements

- 8.2.1 The next School Board meeting will be held via Zoom on **Wednesday,**

**June 17, 2020 at 6 PM.** This will 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).

9. **NON-PUBLIC SESSION**-RSA 91-A: 3 II- Mr. Ambrose announced there was no meeting needed.
10. **ADJOURNMENT**- Meeting adjourned at 8:11 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.*