

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

August 16, 2017

A regular meeting of the Sanborn Regional School Board was held on Wednesday, August 16, 2017. The meeting was called to order at 6:04 p.m. by Sanborn Regional School Board Chairperson, Peter Broderick. The following were recorded as present;

SCHOOL BOARD MEMBERS: Peter Broderick, Chair
Dr. Pamela Brown, Vice Chair
Corey Masson (remote call in via Skype)
Taryn Lytle
Sheila Pierce
James Baker
Tammy Mahoney
Lauren Lanseigne, Student Representative

ADMINISTRATORS: Thomas Ambrose, Superintendent of Schools
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:04 PM by Mr. Broderick with the Pledge of Allegiance.
2. **ACTION ON MINUTES** –Mr. Broderick asked for a Motion to approve the Non-Public Minutes of 6-21-17. **Motion made by Ms. Mahoney, seconded by Mr. Baker. Vote: All in Favor.** Mr. Broderick asked for a Motion for Non-Public Minutes of 8-1-17. **Motion made by Ms. Mahoney and seconded by Mr. Baker. Vote: All In favor.** Mr. Broderick asked for a Motion to approve the Minutes of 6/21/17. **Motion made by Ms. Lytle and seconded by Dr. Brown.** Mr. Baker will abstain as he had not reviewed the Minutes and had submitted changes. Dr. Brown asked that under School Board Committee Reports/Policy on page 2, the following (**in bold**) be added. **EBBC/JLCE: Emergency Care and First Aid Vote: 5 in Favor, 1 Abstention**
3. **REVIEW OF AGENDA /NEW FORMAT**– Mr. Broderick outlined the new format developed by him and Superintendent Ambrose, stressing the legal importance of adhering to the agenda. He also reviewed the changes for committee reporting whereby only facts are reported with discussion ensuing afterwards.

If a member of the public has an agenda item they would like addressed, they can contact the Superintendent or a member of the school board/ school district.

Mr. Ambrose reported on the process of school board meeting preparation with agendas being prepared a week in advance so that issues can be properly addressed before reporting on them. Agendas will be posted on the website with supporting documents to

provide as much information as possible to the public ahead of time. This will serve to improve transparency, efficiency of what needs to be accomplished and the timeliness of the meeting length.

Other details of the format were discussed.

4. **COMMUNICATIONS-** Superintendent Ambrose shared a thank you note from Dr. Blake regarding his farewell reception on 6/21/17 as well as the following:
 - 4.1 **Opening Day Update-** Welcome back letters were sent by him to new and returning staff. New teacher orientation is 8/23, all staff begins on 8/24 and on 8/25 is the all staff breakfast beginning at 7:45 with his formal welcome in the auditorium at 8:30 AM.
 - 4.2 **Enrollments-** As of 8-16, the District is down by 42 with a total of 1628 students compared to the 9/1/16 numbers. Mr. Ambrose stressed that this total will change and that the October 1st numbers are what are reported to the NH DOE and are the true enrollment indicators.
 - 4.3 **Resignations-** High School: Laura Pouliot (Guidance), Brian Hawker (Math), Karen Ladd (Art), Marcey Buchajian-Tweedy (Art), Kimberley Koines (Math). Middle School: Michael Shore (Asst. Principal), Amanda Komareck (Science), Colin McQueen (Math), David Harris (Science), Anne Parent (Math). Memorial School: Theresa Bolduc (Grade 5).

School Board Resignation- Sheila Pierce regretfully submitted her resignation to be effective after the next school board meeting on 8/30. She will be moving out of the District. Mr. Broderick asked for a Motion to accept Ms. Pierce's resignation. **Motion made by Mr. Masson to accept the resignation of Ms. Pierce, seconded by Ms. Mahoney. Vote: All in Favor**
 - 4.4 **Nominations-** High School: Michelle Farrar (Guidance), Jennifer Feiden (Math), Jillian Swist (Art), Marissa Vitolo (.5 Art), Corey Fielding (Math). Middle School: Ryan McCluskey (Asst. Principal), Heather Bell (Science), Christina Coffill (.5 Spanish), Rebekah Price (Science), Alison Trimper (Math), Memorial School: Casey Lowes, (Grade 5). Mr. Broderick asked for a Motion to accept the nominations. **Motion made by Mr. Masson to accept the Nominations, seconded by Dr. Brown. Vote: All in Favor**
 - 4.5 **Received/Sent**
 - 4.5.1 **Right-To-Know Bus Summary Request**
Mr. Ambrose explained that this request was from a researcher in Minnesota.

Ms. Croteau added that the requester may come to the District office to find the information needed but that we are not legally required to compile or assemble it.

4.5.2 **Right-To-Know Grant Request**

Mr. Ambrose explained that this request was sent in by Joyce Robinson of Fremont related to the Nellie Mae monies received. The response made is that the Nellie Mae fund is not a Grant that was applied for but rather an award of monies given to the District.

5. **STUDENT COUNCIL REPORT**- Ms. Lanseigne informed the group that due to a personal commitment to a dance class, she will be arriving late to the meetings. She requested that another qualified Student Council representative be allowed to substitute for her until she arrives. The Board agreed.

6. **COMMITTEE REPORTS**

- 6.1 **Facilities**-Mr. Masson reported on the 7/5 meeting and the bids from contractors regarding the Warrant Article/ADA compliance issue at Swasey Gym and Chase Field House. He also updated the group on the 8/2 meeting and the repairs needed on the old science building and the insurance coverage issue related to liability. The committee will meet on the first Wednesday of every month from 4:30-5:30.
- 6.2 **Finance**-Mr. Masson- No report at the current time.
- 6.3 **Seacoast School of Technology (SST)**-Mr. Masson reported that the next meeting with the Governing Board is 8/28 at 5PM.
- 6.4 **Seminary Discussion**-Mr. Masson reported that they have met several times and that information is being researched and provided for all stakeholders.
- 6.5 **Policy**-Dr. Brown reported that at the 8/1 meeting, 3 policies, **EFAA (School Lunch Program Meal Charges), EHB (Data Records Retention) and EHB-R (Local Records Retention Schedule)** were forwarded to administrators for their feedback and will be reported on later.

The group approved a Motion to have the District's policies reviewed by New Hampshire School Board Association (NHSBA) for \$1200 and will ask the Board for their approval.

Going forward, policies will be posted on the website for review prior to the meeting and will not be read in full at the meeting but instead be briefly reviewed.

The following four revised policies were discussed and approved for a First Read:

BEDC: Quorum (Board transaction of business including electronic participation)

GBAA-R: Grievance Procedure for Discrimination Complaint. Form will be incorporated and companion policy GBAA will also be revisited.

ADB/GBEC: Drug-Free Workplace / Drug-Free Schools

The next meeting is scheduled for Wednesday, September 6th at 5PM.

Mr. Baker requested that a Technology staff member be present at meetings in which any Board member is remotely electronically connected and that it be written into the policy. Mr. Masson brought up the incongruence of the title for ADB/GBEC and whether it is in Student Handbooks. Both requests will be addressed at next Policy meeting.

- 6.6 **Excellence in Student Achievement (EISA)**- Dr. Brown reported that they have not met since May and are waiting on data related to course request tallies (most recent High School Master Schedule), AP scores, AP grades, and are looking forward to SAT scores due out in September. Will meet with Curriculum Director and Principal Stack soon.

Superintendent Ambrose commented that he met with Mr. Stack regarding the course tallies and since they are still actively being updated by students, it is best to wait until mid-September for solid numbers.

- 6.7 **Personnel**-Ms. Pierce relayed that the group met this evening to review verbiage on hiring policies and will bring changes to Policy Committee.

- 6.8 **Public Relations**-Ms. Lytle has no report at this time.

Dr. Brown asked about the Essential Newsletter which Mr. Ambrose addressed by explaining his intention to send bi-weekly newsletters via Constant Contact.

7.0 **PUBLIC COMMENT**

- 7.1 **Annie Collyer (Newton)**-requested that the Superintendent's newsletters be sent to the community as well.

- 7.2 **Tammy Gluck (Newton)**-asked for clarification regarding the School Board Comment on the agenda, the Public Comment and the timeliness of the Minutes and other information on the new website, so that the public can be informed about the process of what they want to address on the next agenda. Ms. Gluck also asked about the payment of a tech staff member during a School Board meeting, and the timeline for filling the vacancy on the School Board.
- 7.3 **Jan Bennett (Newton)**- cautioned about limiting the public's comment to the respective agenda for that evening as she feels it creates a barrier to resolving issues.
- 7.4 **Vanessa Matias (Kingston)** - requested that the public be reminded at Public Comment time that questions/opinions should pertain to matters of consideration on the agenda and they should directly contact the Superintendent or School Board Chair for requested items that they wish to address. Would like to see a "Meet and Greet" for parents with new administrators and communication on a regular basis.
- 7.5 **Cheryl Gannon (Kingston)** - Welcomed Mr. Ambrose and other new administrators and asked that these new staff members be introduced on the front page of website. Staff turnover is a concern and she asked how to maintain continuity and support for teachers and students. She asked for clarification on times that meeting will start. (6:00 PM). Also, could scrolling on the projector be kept to a minimum and could Public Comment be added as an agenda item at a point on the agenda that allows the public to hear all the issues first. Lastly, she praised Ms. Pierce for the commitment to the District all these years.
- 7.6. **Abigail Parrott (Sanborn Student)**-Consider office hours for the public to come in before the meeting and express concerns and ideas to Board representatives.

Ms. Lytle commented that the new agenda format is a great idea in that it allows for an efficient and effective Board process for all stakeholders of the SRSD. She urged the public not to panic and to reflect on the premise of best practices for the School Board and the community as well.

8.0 **OLD BUSINESS**

- 8.1 **Liability of old high school campus-** The Business Administrator asked for the Board's input on securing the area in some way to prevent injury to the public.

Mr. Broderick commented that he is not interested in putting any more money into a property that is being negotiated other than what the Warrant Articles

require. He believes that having the liability insurance and a patrolling police force is all that is needed.

Mr. Baker asked if rotting boards were removed? (Ms. Croteau will check). Her also asked about the status of demolition bids? (Ms. Croteau did not go ahead without discussing with Board). Mr. Baker would like to see the garage demolished.

Ms. Pierce feels that the liability is high a fence should be erected and that an estimate should be obtained.

Mr. Ambrose asked that a Motion be called for quotes on demolition. **Mr. Baker made a Motion to authorize the Business Administrator to obtain estimates from qualified demolition companies for the removal of the garage on the old high school campus, seconded by Ms. Pierce. Vote: All in Favor.**

Mr. Pierce made a Motion to authorize the Business Administrator to obtain estimates from qualified demolition companies for the removal of the garage and the white wood building on the old high school campus, seconded by Mr. Masson. Vote: All in Favor.

Superintendent Ambrose asked that the costs of an estimate be put on the next agenda. Ms. Croteau clarified that a scope of work should be given the companies so that they all are quoting the same details and what the costs are. Ms. Croteau would need to reach out to an architect for the costs with different options. Discussion ensued on the various buildings being quoted.

Mr. Baker made a Motion to authorize the Business Administrator to obtain estimates on the scope of work on the projects, seconded by Ms. Pierce. Vote: All in Favor.

- 8.2 **School Board Goals 2017**- Mr. Ambrose is working with the administrators and setting goals for their buildings regarding improving reading and math instruction. He stressed that goals should come from the Strategic Plan and perhaps a workshop on the continuous improvement of student learning be assessed and discussed.

Mr. Masson commented that goals should be put on the agenda for the 8/30 meeting and that students are the priority with Board goals being held accountable for that. Mr. Baker commented that having certain goals that are measurable throughout the year and not just at year-end is important. Mr. Ambrose commented that SAT and Smarter Balance scores have been at the

heart of conversations with administrators. The report for the Entry Plan will reveal quite a bit, he added.

9.0 **CONSENT AGENDA**

- 9.1 Manifest
- 9.2 Expenditures
- 9.3 Authorization for Superintendent to Suspend
- 9.4 School Board Meetings
 - 9.4.1 Calendar (1st and 3rd Wednesday)
 - 9.4.2 Start Times (6:00-9:00 PM)
 - 9.4.3 Fremont Meeting Dates – next is October 11th in Library at Sanborn.

Motion to approve Superintendent’s Authorization to Suspend by Ms. Mahoney, seconded by Ms. Lytle. Vote: All in Favor

Motion to approve item under 9.4 made by Ms. Mahoney and seconded by Ms. Lytle. Vote: All in Favor

10. **NEW BUSINESS**

- 10.1 **NHSBA review of the SRSD policies for \$1200** which the Policy Committee is recommending for Board approval.

Dr. Brown believes this is a comprehensive and cost-effective way to review our policy manual and ascertain which ones are out of compliance. Some policies are mandated, some are recommended and some are optional. Dr. Brown added that she believes that the National School Board Association has their own biases, leadership and legislative lobbying preferences so their recommendations should be taken with a “grain of salt”.

Mr. Baker is in favor of this because policy decisions are ultimately up to the School Board and this ensures that we are not in conflict with our statutory requirements as well as the requirement to represent the electorate and the concerns of the community.

Ms. Lytle agrees that having an expert look at the policies makes sense.

- 10.2 **Motion made by Corey Masson to approve review of District policies by the New Hampshire School Board Association for \$1200, seconded by Dr. Brown. Vote: All in Favor**

- 10.3 **Budget Timeline**- Mr. Broderick will review with Ms. Croteau and Ms. Collyer and bring it back to the Board.

11. **OTHER BUSINESS**

- 11.1 **Next Meeting Agenda** on 8/30 as follows:

- 11.1.1 Budget Process Update
- 11.1.2 Facilities Update-Scope of Work
- 11.1.3 Policy Committee/2nd Reads
- 11.1.4 Location of meetings
- 11.1.5 Introduction of new administrators

11.2 **Announcements**

11.2.1 The next Sanborn Regional School Board meeting will be held on Wednesday, August 30th from 6-9:30 in the Library at Sanborn Regional High School. Attorney Barrett Christina will present on the Right-To-Know law followed by the regular meeting.

11.2.2 The next Budget Committee meeting will be held on Thursday, September 28, 2017 at 7PM in the School Board Conference Rm. #137.

12. **ADJOURNMENT**

Motion to adjourn made by Mr. Baker at 8:32 and seconded by Ms. Lytle
Vote: All in Favor

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.