

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

WEDNESDAY, SEPTEMBER 16, 2020

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A meeting of the Sanborn Regional School Board was held on Wednesday, September 16, 2020. The meeting was called to order at 6:01PM by School Board Vice Chairperson, Tammy Mahoney. The following were recorded as present:

SRSD SCHOOL BOARD MEMBERS: Jim Baker Chair-(via remote connection)
Tammy Mahoney Vice Chair
Peter Broderick
Dawn Dutton
Jamie Fitzpatrick
Larry Heath-(via remote connection)
Charles Melvin, Sr.

STUDENT COUNCIL REPRESENTATIVE Jake Tedford

ADMINISTRATORS: Thomas Ambrose, Superintendent
Matthew Angell, Business Administrator

1. **CALL TO ORDER**-Vice Chair Mahoney called the meeting to order at 6:01 PM with the *Pledge of Allegiance*.

Ms. Mahoney acknowledged the remote attendance of Board Members Mr. Baker and Mr. Heath. She asked them the following: to state their location, if there is anyone around and the reason for their remote attendance.

Mr. Baker said, I am on vacation in my vacation home off Cape Cod and there is no one in the room with me.

Mr. Heath said, I am at home in my basement shop and there is nobody here with me.

2. **ACTION ON MINUTES**- Review of Minutes of [9-2-20](#). Vice Chair Mahoney asked for a Motion to approve the Minutes. Motion made by Mr. Fitzpatrick and seconded by Ms. Dutton.

No discussion.

Roll Call Vote: All in favor

3. **COMMUNICATIONS**

- 3.1 Distribution of Manifest Documents-Ms. Mahoney asked if the Manifest was signed by Board Members and Mr. Angell confirmed that it was.

- 3.2 Nominations-none

- 3.3 Resignations-none

- 3.4 Superintendent's Report

Bakie:

Remote learning launched officially on September 8th for all Kindergarten-Grade 3 students and the preschool program began on September 15th. We are pleased that most students have been able to join virtual meetings each day and have been able to work with our staff to begin building classroom communities even in a remote setting. Some in person special education services began this week. We are also looking forward to some writing professional development happening for all teachers in Kindergarten-Grade 3 on Friday afternoons over the next month.

Memorial:

Memorial School ended the first week of remote learning with near perfect engagement. Staff worked incredibly hard during the six professional development days to create a revamped version of remote learning that addressed the feedback provided by parents and students. With increased face to face time with students, teachers are focused on building relationships and a virtual classroom community, while establishing a rhythm as students read just school routines and expectations. Additionally, some in person special education services have begun this week. Lastly, we continue to work on finalizing the Memorial School front office relocation project as well as moving forward in the process of placing a School Resource Officer in our school in the near future.

Middle School:

The staff at the MS worked diligently in order to make the first week of remote learning a success. The first week of school was dedicated to helping students feel comfortable with their new schedule and classmates. Teachers went over Zoom/online etiquette and procedures, how to set up a quality work station for online learning, and the importance of establishing routines; for sleep, physical activity, and screen breaks. Finally, staff prepared team building activities to help build rapport and classroom community.

Kudos to Mr. Angell for his exceptional work on the reorganization .

High School:

All students started their classes in a remote format on 9/8. Students in the SST program started their program on 9/10, with many opting to attend in-person. On Thursday, 9/17, administrators will host a “virtual brunch” that is open to any students staff, parents, or community members. Information on how to join this meeting was included in the 9/14/2020 Points of PRIDE newsletter. Now that course schedules are nearly finalized, the school counseling team has turned their attention to post-secondary planning. They held a virtual senior parent night on 9/14 to discuss the college application process, and will now be hosting in-person or virtual college labs for students. On 9/23, there will be a virtual college fair from 11-1 open to all students. This event will be for grades 11 and 12. The list of the colleges attending the fair, as well as log-in information will be posted on the school counseling department website.

A special thank you to the staff for their hard work on remote learning for our students.

Special Education:

We are in week two of remote learning for special education services and it is going well despite our staffing challenges. Limited in-person services started this week and our teachers and students seem excited to be back to face-to-face instruction and interactions. The department continues to work tirelessly on holding compensatory education meetings per the Governor’s emergency order #48.

I want to say kudos to Jodi Gutterman who had done a phenomenal job in filling staff vacancies to meet the needs of our Special Education students.

Curriculum and Instruction:

On August 26 & 27, Theresa Schneiderheinze of Alma came to Sanborn to provide Gradebook training to our teachers. The training included assignment creation, viewing mastery of standards and competencies, and keeping track of assignment accountability. Much of the back end work has been completed by IT,

including creating staff accounts, loading student information, and updating the standards and competencies in the system. Rosters and schedules have been uploaded for the elementary and middle school. We anticipate that teachers will start to get more comfortable with the system in the next few weeks as they use it more regularly.

Teachers are also preparing to administer the NH Statewide assessments to students in grades 4-8 in October, as required by the NH Department of Education. More information about this will be shared with families in the next few weeks.

Athletics:

Our athletes began their fall seasons this week with a golf match at Apple Hill in East Kingston Monday afternoon. Upcoming games include Boys' soccer at home vs. Campbell on Friday at 4:00, Field Hockey Saturday morning at 9am at home vs. Oyster River, and the Girls Soccer team opens its season at 10am Saturday vs. Campbell. Cross Country, Cheer and Football begin their seasons on the 26th. Schedules for varsity contests are available on the NHIAA website and will be part of the weekly newsletter to parents.

District Wide:

Homeschool numbers (potential budget concern for next year):

Bake-14
Memorial-11
Middle 1
High-1

Total is 27 (updated to 31 at time of meeting. Out of 1600 students, that is a fair considering the challenges we are facing.

Planning for In-Person instruction:

Community members have been asking when we will be able to get students back into our buildings for school. We are reviewing all available data in an effort to assist the School Board in making the best possible decision regarding which model we will use after October 15th.

We are also interested in gathering feedback from families in order to help us plan for a possible return to in-person instruction; it will help us to know these two critical pieces of information:

IF we open in person, will you be sending your child(ren) to school?

IF we have an option for choice would you choose:

Remote
In-Person

We are asking families to answer these two questions in a brief survey through Panorama Education that will be sent out on September 18, 2020. It is important to remember that in-person may be Tier 3 (cohorts) or Tier 2, fully-in person. We will review all of the data before making a decision. Students attending school in-person will be required to wear masks per the plan.

Remote Learning Feedback:

As you know, we made significant changes to remote learning based on parent and student survey data and we would like your feedback. Over the next week, each school administration team will be scheduling a virtual “coffee hour” meeting to gather your feedback about remote learning. We encourage you to attend and share your thoughts with us.

In addition, we will also be sending a survey through Panorama Education regarding remote learning on Sunday, September 27th.

As always, if you have any questions or feedback, please contact your building principal.

This evening:

I want to remind everyone that the School Board will not be discussing the topic of remote vs. in-person instruction until the October 7th meeting. This topic is not on the agenda for tonight. This means there will not be public comment on this matter this evening.

If you have feedback to share on this topic please be in attendance on October 7th at 6PM at the high school.

Mr. Fitzpatrick asked for an update on the number of teachers taking leave, as at last count there were 14. Mr. Ambrose responded there are still a number of situations regarding leave that are still in flux. Things have not changed that much at this point and we are really not sure what decisions families and people will make now that we’re talking about going back to in-person learning. We are in the 15-20 person zone right now.

4. **COMMITTEE REPORTS**

- 4.1 Policy- Ms. Dutton reported Policy will meet on October 7th at 4:30 pm.
- 4.2 EISA- Ms. Mahoney reported EISA met prior to the meeting and she will be recapping at the next meeting. The next EISA meeting is 10-21.
- 4.3 Facilities- Mr. Baker reported as follows:

The Facilities Committee met today. The meeting was called to order at 3:30PM. The Committee reviewed 3 of the Revolving Funds balances as of August 31st, 2020. The balances have not changed since the August Facilities Committee meeting. Business Administrator Matt Angell presented a request for constructing a Greenhouse at the High School. The committee discussed the proposed uses. The committee requested additional information on planned curriculum and total costs to complete the project along with an estimate of the annual or monthly operating costs.

The committee reviewed proposals by Matt Angell for several Capital Improvement plans for Memorial school that ranged from a new fire alarm system to paving. The current status of these and explanations driving each of the proposed items along with recommended fiscal year for the projects including going to bid (where applicable) were also reviewed.

The next Facilities meeting will be held on October 21, 2020 @ 3:30PM. Consult the SAU17.net website for scheduling and access or location details.

- 4.4 Finance- Mr. Fitzpatrick reported Finance will be meeting on 10/7 at 3:30 pm.
- 4.5 Public Relations- Mr. Heath reported Public Relations has not met, so no update.
- 4.6 Personnel- Ms. Dutton reported Personnel will meet on 10-21 at 3 pm.

- 5. **STUDENT COUNCIL REPRESENTATIVE REPORT**- Mr. Tedford reported with in-person Homecoming not being an option, they are looking at substitute options such as some kind of Zoom call where rooms are rotated. They will continue to explore options.

- 6. **1ST PUBLIC COMMENT**- None

- 7. **NEW BUSINESS**

- 7.1 Public Hearing to approve 10K Donation from NH Charitable Foundation per RSA 198:20-b and Policy KCD- Vice Chair Mahoney declared the Public Hearing is open. Superintendent Ambrose invited High School Principal Brian Stack to the podium to present the grant he received.

I'm Mr. Stack said, thank you everybody for having me today. It is great to see you all and excited to be giving you some good news. We have the opportunity to be awarded a 10K grant from the New Hampshire Charitable Foundation and that's the purpose of this meeting tonight; for you to decide if you're going to accept that grant.

We applied, Heidi Leavitt, our Director of School Counseling, Kerrie Alley our Career Pathways Coordinator and I this grant to help us build up a career pathway for students pursuing advanced manufacturing, this is not currently something that we have available to us in our curriculum, it's not something that students can access at the Seacoast School of Technology. We do a minimal amount of this work with our internship Extended Learning Opportunity (ELO) program but this would very much give us a big kick start for this program. So the 10K would be used to offset or to cover the cost to add a couple of courses this year in our program of studies that would help our students get OSHA certified, learn about blueprints and do some other work in the technical field associated with advanced manufacturing and then the goal would be that we would have a partnership with the community college for year two for those students to pursue some tuition-based courses if they want to do that.

This pathway is very broad and allows kids to get very specific with what they want to work on. It's accessible to all students of all levels we're thrilled that we have a community partner with: True Form Manufacturing in Plaistow. The vice president of that company Jamie Bezanson is a parent in our community; he lives in our community and has been very helpful and supportive with us as we've gone through this process. So that's what we bring forward to you this evening.

Superintendent Ambrose said the next step would be to allow for public comment.

Vice Chair Mahoney asked if there was any public comment and seeing none, asked for a Motion to accept the NH Charitable Foundation contribution, moved by Mr. Baker and seconded by Mr. Heath.

Mr. Fitzpatrick thanked the group for applying for the grant; finding it and bringing it in.

Roll Call Vote: All in Favor

- 7.2 [YMCA Facility Use Agreement](#) -Superintendent Ambrose reviewed the Memorandum of Understanding that clarifies the use by the YMCA of the back portion of the Middle School for the purposes of remote learning support for families, especially for essential workers. This is for one year. They provide the staffing and we supply electricity.

Vice Chair Mahoney asked for a Motion to accept the Memorandum of Understanding with the YMCA, moved by Mr. Fitzpatrick and seconded by Mr. Melvin.

Mr. Fitzpatrick said I think it's a good thing that we're able to pull this together. I think it will help a lot of people. I have heard from numerous people this is too expensive. I understand that it's an option and if it's an option to help some people then that's a good option and they're not asking for much to be able to help out those that can use the help, so I am in favor of this.

Mr. Ambrose said I am still working regularly with the area superintendents and the Commissioner of Education and there are some more things in the works that I'm not

ready to share yet but we are trying to get money to lower the cost. One of the angles that we have to work on the cost is that the Superintendents are all trying to set up programs in their communities so if you remember out of 1600 students we had about 200 people that felt like some support would be helpful and it's really important to remember that we really would like to see the cost come down so the Southeasters; we're all we're all working together to try to figure out ways to access COVID relief funds for the purpose of lessening the burden on the families.

Roll Call Vote: All in Favor

7.3 MS-25 for approval/signature-Mr. Angell said he is still reconciling our accounting system so it is not ready for tonight but I can talk about some preliminary numbers. Right now and we're still missing accrued payroll so right now unassigned fund balance is almost 2.4 million dollars and I expect that to go down once my payroll gets recorded but that that includes reserving \$125,000 that was appropriated at the District meeting for two Capital Reserve funds and also setting aside \$ 569, 245 for the Contingency Fund now. The reason why the increase of the Unassigned Fund Balances is so great is because we shut down the buildings in the beginning of March and we had a lot of savings for from operations for not having students in the buildings.

Mr. Fitzpatrick asked if he was waiting on payroll accruals from June 30th. Mr. Angell responded yes because of the activity going on over the summer and being down 3 people we are playing catch-up which should take about ½ a day to complete.

Ms. Mahoney asked how much the payroll accruals would be. Mr. Angell responded about 100K.

8. **OLD BUSINESS**

8.1 Athletics Update- Mr. Dawson gave an update on the participation for the fall and some things the public may want to know about how we are going to play athletics this fall and what we are going to do. The information is as follows:

Participation:

High School:

Boy's Soccer: 25	Girl's Soccer: 37	X-Country: 20
Cheer: 6	Golf: 12	Football: 50

Middle School:

Field Hockey: 30

X-Country: 14

Soccer: 11 co-ed

Schedules:

High school schedules are done for the most part, and the NHIAA is correct. About half our opponents are not playing JV's, so that has been a challenge. We do, however, have more games for our kids than other schools due to the little extra flexibility I have from the SB.

- Golf has is 1-3 so far against some of the best teams in our division.
- Soccer has a double header Friday, 3 and 5 at home v Campbell
- X Country opens at home next Saturday at the State Park.
- Football and Cheer will have their opener Sept. 26 at Pelham, with home games kicking off Oct. 10 at 1:30 v Campbell.

Games:

As mentioned two weeks ago, spectators will be limited to parents only at home games. We will make an exception for senior days, and allow the families to attend. Tickets for soccer went out to the girls soccer today, and other teams' players will receive them prior to their first games; these will be used for away games as well. There will be a full screening of spectators at each home contest. Opposing players are screened prior to their leaving their home school, and officials are screened here. Spectators will need to social distance, wear masks, and not handle stray soccer / field hockey balls. Concessions are temporarily suspended as well. Parking for spectators is in the high school lot only (not the tennis courts!)

Protocols for home games will be distributed to athletes and their parents tomorrow. Spectator rules for away games are up to the host team; those will be relayed to parents shortly before each game when there is a variation.

Health:

We have had a few athletes "call in sick" for practices, which has led us to review various information sources and come up with a proposed protocol that was forwarded to the board a few days back. In short, based on the NH guidance for schools, kids who have even one symptom of COVID are required to remove themselves from practice, see a medical professional, and get a COVID test. Parents of all athletes who have been in this situation so far have been universally supportive and wonderful.

Schedules-are coming.

Superintendent Ambrose thanked Mr. Dawson for his incredibly hard work. He said I can't stress enough how complicated it has been for him to deal with the scheduling, the busing, the communication, the testing, and the coaches.

Ms. Dutton said thank you for putting up with all of us parents!

Mr. Fitzpatrick said a couple of points: First- I support having the families there. I don't see an issue with that whatsoever. Second: When we made the decision to go back with sports, we debated that and we made the decision; that was the easy part. The hard part is making it happen. We haven't at this point in time with the decision we made been able to get the kids back to school. We are working very hard on that but you actually brought some normalcy to this and we've actually got some sports going in the community and we're starting to move toward some normalcy; we have teachers working together, we've got much better remote systems than we had, we have our kids playing sports again which is all good for their physical mental health and well-being. I know it is a lot easier said than done. Thank you for doing it.

- 8.2 Medical Supplies Update-Mr. Angell said we've been starting to distribute these medical masks throughout the school district and right now we have 17,500 of them in storage. We also have isolation gowns for the nursing staff and special education and right now we have 456 in storage but we've also been distributing those to all the different schools. We have 25 cases of hand sanitizer which is the gel for the pump stations that are throughout the whole building and you'll notice that we have hand sanitizer stations throughout the entire building. There are also 16 of those portable individual stations that dispense sanitizer if you stick your hand underneath it; you pass one coming into the auditorium. We've received four cases of gloves we're starting to actually use a lot of those. We have 50 cases of alcohol wipes for helping the teachers clean their rooms and then 500 bottles of the spray bottles because we're going to give them commercial sanitizer that they can use in their rooms. What we don't have yet which is coming in October are four electrostatic sprayers and these are handheld units that have batteries on the bottom. They look like an electric drill and what they do is they dispense sanitizer on surfaces and it magnetizes the particles with it and just sticks to the surface.

Mr. Ambrose added that there may be a significant amount of wipes being ordered soon.

9. 2ND PUBLIC COMMENT

Kelley Cullivan (Newton)-asked about the number of gloves in the four cases previously mentioned. Mr. Angell said he believes there are approximately 200-250 per box.

Ms. Cullivan asked about the spray sanitizer; would we be making sure that if the kids were in school that it was not while they are in the room, so as not to aspirate it. Mr. Angell said it is being done at night and only the custodians can use them.

10. **OTHER BUSINESS**

10.1 Next Meeting Agenda- Mr. Ambrose said on October 7th we will have the initial and probably the most deliberation about the next steps; a plan, a conversation and a decision to move forward. We want our kids back in school as soon as possible.

10.2 Announcements- Ms. Mahoney read the following:

10.2.1 The next Sanborn Regional School Board meeting will be held on Wednesday, October 7, 2020 in the Auditorium at Sanborn Regional High School.

11. **NON PUBLIC SESSION**-RSA 91-A: 3 II- Ms. Mahoney for a Motion to move into non-public Session.

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

Roll Call Vote: All in Favor

12. **ADJOURNMENT** - Meeting **adjourned** at **6:52 PM**

Minutes respectfully submitted by:

Phyllis Kennedy
School Board Secretary

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Sanborn Regional School Board
Continuing Public Session

September 16, 2020

Minutes

**Mr. Heath made a Motion to exit the Non-Public Session at 8:42 PM,
seconded by Mr. Baker.**

Roll Call Vote: All in Favor

Public Session:

**Mr. Heath made a Motion to seal the Non-Public Minutes in Perpetuity,
seconded by Mr. Fitzpatrick.**

Roll Call Vote: All in Favor

Meeting adjourned at 8:42 PM

Recorder: Matt Angell