

Sanborn Regional School Board Meeting

August 17, 2016

A regular meeting of the Sanborn Regional School Board was held on Wednesday, August 17, 2016. The meeting was called to order at 7:04 PM by Corey Masson, School Board Chair, in Room 137 at Sanborn Regional High School, Kingston NH. The following were recorded as present:

SCHOOL BOARD MEMBERS: Janice Bennett
Peter Broderick
Dr. Pam Brown
Corey Masson, Chair
Roberto Miller, Vice Chair
Sheila Pierce
Michael Giordano, Student Council Rep

ADMINISTRATORS: Dr. Brian J. Blake, Superintendent

EXCUSED: Nancy Ross

The meeting began with a salute to the flag.

Mr. Masson welcomed the new Secretary, Phyllis Kennedy and asked her to introduce herself.

REVIEW AGENDA: No changes

MINUTES

Mr. Masson made a motion to accept the June 15, 2016 minutes. Mrs. Bennett seconded the motion. Dr. Brown asked that the following corrections be made: Page 5, in the paragraph directly above Student Council Report where it says, "yes, she is guilty of micro-managing," the rest of her sentence (which wasn't finished) should be added to read, "**yes, she is guilty of micro-managing which she termed careful oversight**". On page 6, under Finance Committee, where it reads, "Ms. Ross made a motion to accept the bid from Grappone Ford", it should have the following sentences added before it, "**Dr. Brown asked if the Capital Reserve Fund could be used to finance the truck. Ms. Coppola said she wasn't sure, she would check**".

Dr. Blake clarified a question brought up in an email exchange regarding whether the administration appropriately encumbered funds related to the truck, tennis courts and vestibule in the minutes. After reviewing the video, it was determined that the motions were

made correctly but were incorrectly placed on page 6 under Finance Committee instead of on page 8. However, all Motions were appropriately made. All in favor as ratified.

Mr. Masson made a Motion to accept the non-public minutes of June 15, 2016. Ms. Pierce seconded the motion. All in favor.

Mr. Masson made a Motion to approve the minutes of June 29, 2016 Public Hearing. Ms. Bennett seconded. All in favor.

MANIFEST

The following manifest was signed by the School Board: Accounts Payable, Manifest #3-\$991, 722.00.; Payroll Check Register#3- \$240, 740.83.

Mr. Masson commented that the line item details seem to generate more questions and suggests that perhaps there should be more details on the check register. Mr. Broderick agreed.

ADMINISTRATIVE REPORTS

Dr. Blake reported a "Summer Update" as follows:

- a. Due to the lack of qualified candidates at this time, the current Business Administrator, Carol Coppola (who is contracting her services with the SAU), has agreed to stay on for the year until a proper search can be done.
- b. Debora Bulkley will be the new interim principal at the Middle School. She is a recent retiree from the Pembroke School District who comes highly recommended by her references, one being Gordon Graham from our own legal counsel. In the early spring, a proper search will commence for a principal which will allow time to bring candidates in to meet school staff and the community and do all the things that, given the late resignation of Mr. VanderEls, we did not have time to do.
- c. The safety renovations at the High School are all on schedule and coming along nicely. We anticipate that the project will be complete by late next week.
- d. The Enrichment Camp held this summer at the high school, funded through the Nellie Mae Fund which we were awarded last year, was quite successful with nine different camps for the 100 students that participated from the elementary and middle school levels. Those camps included courses on art, music, writing, drama and STEM (robotics camp).

- e. The Special Education program, *Extended School Year* (for students in grades Pre-school -12) which we are required by law to run, had 70 students participate, using 6 classrooms at the high school. They continued to work on their IEP goals and objectives.

- f. The District sponsored the PACE Design Studio here at Sanborn in which over 300 participants from around the country came to learn about our competency based education system and how to build the system in their own districts.
There were six different states represented with a team of 57 people coming from Idaho. Thirty Five of our own teachers provided the workshop training with 17 of our 24 new teachers participating, a fantastic induction into competency based education. The Commissioner, Deputy Commissioner and other NH DOE representatives participated from around the state, as well as their counterparts from various states. The event was very well-received.

- g. Professional Development programs were held for our teachers with 117 of them participating in programs related to Assessment, Mathematics, Curriculum Development, Google Basics in the classroom, Responsive Classroom and Specialized Training for Teacher Leaders.

- h. In terms of Technology, the Chrome Books have been purchased and are set up and ready to go. A group of administrators and the Library Media Specialist researched and developed a *Digital Device Guide* and a *Loan Agreement*. The documents have to be reviewed and signed by all the students and their guardians before they will be issued the Chrome Books. They're inventoried through our library system so we have a tracking capability both internally and externally (bar codes) to monitor those. All the other computer systems were re-imaged and we added a number of access points throughout the building.

- i. Regarding previous items discussed; the Ford truck is here, the Bakie Roof is about three-quarters of the way done and we anticipate it will be finished by the time school starts. The vestibule project is on schedule and the tennis courts are done and look beautiful.

- j. The buildings themselves in the district are in great shape, although there are still things to be done (e.g. high school project). For the most part, they're on or ahead of schedule and despite being short-handed and somewhat handicapped this summer with all the programs here, everyone came together to get things done.

- k. The electrical project, (the charging towers) are all being installed as we speak and that project is on schedule.

- l. This year upcoming we have a lot of things on the docket. Two contracts will have to be negotiated and signed this year; the Teacher Contract and the Paraprofessional Contract. We also have the Budget and Policies. Having attended a Collective Bargaining workshop over the past several days, many issues will need to be addressed such as healthcare, salary structures, and certification, all geared toward management and the collective bargaining process. The School Board Association will be setting up a meeting here for you to learn more about those issues.

SCHOOL BOARD CHAIRPERSON'S COMMENT

Mr. Masson complimented the technology team, knowing from his own experience as a Director of Technology how hard they work, especially with the added caseload. Mr. Masson commented that he would like a demonstration in the near future of the Chrome Books as he has questions regarding the process. Mr. Masson welcomed the public to the meeting.

PUBLIC COMMENT:

Newton resident, Cheryl Killum, a former accessibility consultant for the state of NH expressed her concern that the Swasey Gym does not have a wheelchair accessible bathroom. She had the unfortunate experience of attending a meeting there and needing to use the facilities only to be told there were none. She has met with Dr. Blake and informed the Chairperson, Mr. Masson. Although there is a plan in place to add one, she feels that the building should be closed until the renovation is complete. She added that the ADA has been around for 27 years, and that it is discrimination to continue without proper accessibility.

Kingston resident Cheryl Gannon asked the following questions:

1. What was the outcome of the Envision Kingston Charrette regarding the use of the Seminary? Was there a report to the School Board and will they make a public comment about it?
2. Design Studio: What was the cost to attend and what was the expense to the district?
3. The teacher turnover and professional staff turnover seem high. What is the reason for that? (Dr. Blake addressed the question under NEW BUSINESS.)

SCHOOL BOARD COMMENT

Mr. Broderick questioned the costs of the Chrome Books exceeding the \$171,000 due to the charging towers. His concern is if the School Board only appropriated a certain amount and we go over that amount, what is our fiduciary responsibility? Mr. Broderick made a motion for the

Finance Officer to supply the School Board with a list of all one-time time expenses from the previous year's budget. Ms. Bennett seconded the motion.

Mr. Masson echoed the sentiment and asked "How the cost of the vestibule is coming in?" Dr. Blake could not address the question without exact figures at hand. Mr. Masson agreed that a future budget item could address the questions.

Dr. Blake discussed that much of the information being requested is already available to Board Members through the District's Cloud-based access. Mr. Broderick withdrew his motion.

Mr. Masson commented regarding the 57 people coming from Idaho saying, "I am astounded" and asked for the "why" of their deciding to come here. Dr. Blake responded that Competency Based Education is on the forefront today and in the national conversation. Sanborn is known as the place to come and learn about it because it is on the cutting edge of it. He explained that the Design Studio came about because the phone was ringing off the hook with requests to know more about implementing the process.

Michael Giordano asked for the total number of new staff members? Dr. Blake responded that we have 26 new staff members including 2 for the SAU office.

Dr. Brown had 3 comments as follow:

1. Due to a Negotiations Training Session offered by the School Board Association on September 7th, she will not be present at the School Board meeting.
2. The Budget Committee has set their meeting dates and she encourages everyone to attend, as they are fact-finding, exploratory meetings and very informative.
3. Annual Goals need to be completed and here are some suggestions. After listening to the public at community events all summer, the message she got is they want to be very involved in the decision making especially when it comes to major expenditures. The School Board is not just an oversight committee; we are also a foresight committee. We need to plan now so that next March we are all on the same page and can agree on what the Capital needs are and be able to pull those out as Warrant Articles. The personnel and supplies should be separately addressed. The public want to be participants in the process and be involved in the Deliberative Session.
4. Raised Security-Besides the vestibule, look at overall plan for enhanced security, e.g. Key Fobs, SMART cards, etc. See if the benefits are worth the costs in mitigating risks.

5. Classroom discipline codes should be reviewed for modification as well as the transgender student policy revisited if time permits.

Mr. Broderick echoed Dr. Brown's comments that the public are talking to him quite a bit about the issues and are expecting to be involved in the decision making and questioning expenses, more so than in the past.

STUDENT COUNCIL REPORT

Mr. Giordano reported that due to the summer break things have been a bit slow but that currently sports are underway; Student Council members are getting together to plan for Homecoming and a vast majority of students have received their schedules.

SCHOOL BOARD COMMITTEE REPORTS

Nancy Ross Excused: no report

Mr. Miller mentioned that he will be reporting on upcoming Budget Committee meetings.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

a. Summer Professional Staff Attrition report.

Mr. Masson asked for a motion to accept the Professional Staff Attrition document dated August 17, 2016.) Dr. Brown seconded the motion. All in favor.

Dr. Blake reviewed the report. Mr. Masson questioned the budget salary versus actual salary and Dr. Blake responded that the budget is \$100K in the black.

Dr. Blake reported on the staff attrition and outlined reasons as follows:

1. Moves to other states
2. Deciding to stay home with children
3. Retiring
4. Salary increases from other districts and unhappiness with contract. (8 out of 10 teachers)

Mr. Masson requested Dr. Blake's report to utilize as a resource as they move into the school year with teacher contract negotiations and budget considerations.

b. 2017-18 BUDGET TIMELINE

Ms. Bennett made a motion to accept the timeline as presented and Ms. Pierce seconded the motion. Ms. Bennett asked if all districts follow a similar timeline and Dr. Blake responded, “Yes, all districts that are SB2 Districts” He pointed out that certain dates are mandated and but there is some wiggle room. In fact, Dr. Blake mentioned that he is slated to be in Washington, DC to receive the Superintendent of the Year Award that AASA pays for him to attend. As a result, he would like to deliver the budget a week early.

Budget Committee member, Cheryl Gannon, gave her input on the ways in which the committee has historically worked with Administrators and the School Board.

Dr. Brown expressed her disappointment over not receiving the information she requested months ago related to the budget and the overall strategic plan.

Dr. Blake requested that legal counsel advise the Board on the policies & procedures during the budget process.

An extensive discussion ensued on the presentation and process for delivering budgets. Mr. Masson asked for a Motion to approve the 2017-18 budget timeline as presented. All in favor.

c. SCHOOL BOARD MEETING DATES 2016-2017 CALENDAR

Ms. Bennett made a Motion to accept the School Board Calendar. Mr. Miller seconded the Motion. Dr. Brown discussed a Motion she would like to have considered regarding the responsibility of the Board, when discussing a multi-million dollar operation, to schedule a greater frequency of meetings and revise the time frames to more reasonable hours. She would like to post a “start” and an “end” time on the agenda, say 7PM-9:30PM with the Public session being held during that time. If time is extended, it would need to be approved with a Motion made and approved by a majority vote with a specific time frame mentioned. Board meetings could be held once a week rather than twice a month with working sessions, all commencing in September, 2016.

Ms. Bennett concurred that having a timed agenda for each item addressed is part of the Board’s responsibility. Dr. Blake agreed, adding that having earlier start times is an option as well, but also pointed out that sub-committees if working efficiently, will cut down on a “rehashing” of the proposals and help the School Board work more efficiently. Mr. Miller discussed the importance of being prepared with material before meetings and not bringing them up at the time without notice.

A lengthy discussion ensued on how and when to meet without stepping outside of the legal boundaries instituted for School Board members as well as how best to spend time to accomplishing the roles and responsibilities of the School Board. Dr. Blake brought up the inherent responsibility of Administration to streamline the process which is what they were hired to do. Mr. Masson made a Motion to accept the School Board Calendar with ability to amend. All in Favor.

Dr. Brown's Motion will be added as an Agenda item at the next meeting.

d. AUTHORIZATION FOR SUPERINTENDENT TO SUSPEND

Ms. Bennett made a Motion to accept the AUTHORIZATION FOR SUPERINTENDENT TO SUSPEND. Mr. Miller seconded the Motion.

Dr. Blake explained the annual renewal by the School Board of this RSA 193:13

Mr. Masson repeated the Motion as stated. All in Favor

e. FREMONT MEETING

Mr. Masson explained that there was some confusion and some questions as to whether a Joint Board meeting had convened at the close of the school year. There was not a formal meeting. Mr. Masson explained that he met with the School Board Chair to introduce himself and that a meeting will be scheduled. Some discussion ensued on the "dangerous territory" of meeting outside of meetings in which everyone agreed.

COMMUNICATIONS RECEIVED/SENT

Dr. Blake shared that Fremont had a public forum regarding the Sanborn Tuition Agreement that we were not aware of. Since they are in arrears for tuition payment to the Sanborn District, Dr. Blake recommends that we meet with them sooner rather than later.

Ms. Bennett recommended that we have legal counsel present if there is a meeting.

Mr. Masson agreed about the importance of communication. School events to kick-off the school year were summarized by Dr. Blake. No further comment.

AGENDA ITEMS FOR NEXT REGULAR MEETING

Mr. Masson outlined the agenda as discussed during the meeting.

1. Policies/ Procedure Review
 - a. Change orders
 - b. Encumbrances
 - c. Line items
2. Board Meeting Frequency and Time Frames
3. Staffing Up-dates
4. Project Based Up-dates

Mr. Masson questioned adding the feasibility of Manifests to the upcoming agenda.

Dr. Blake commented that he can supply truckloads of information to the Board but at some point the responsibility of adhering to budgets is the responsibility of Administrators and wthe reason they were hired to do their jobs. Mr. Miller agreed that to micro-manage Administration is not fruitful. He recommended calling the SAU to ask questions about invoices. Mr. Masson mentioned adding cost centers and researching Board packet management. Mr. Giordano would like to see a discussion of class sizes on the agenda sometime in the future.

ANNOUNCEMENTS

The next **Sanborn Regional School Board Meeting** will be held on **Wednesday, September 7th, 2016 at 7:00 p.m. in the School Board Room**, (Room 137), at the Sanborn Regional High School, 17 Danville Road, Kingston.

The next **Budget Committee Meeting** will be held on **Thursday, September 8, 2016 at 7:30 p.m.** in the School Board Room (Room 137), at the Sanborn Regional High School, 17 Danville Road, Kingston.

Other Budget Committee Meetings are scheduled are as follows:

(All held in the SRHS Board Room at 7:30 p.m.)

-September 22, October 13, October 27, and November 3.

All staff welcome is **Friday, August 26** beginning at 8:00 for breakfast. Dr. Blake extended the always open invitation to the School Board to attend. The first day of school is **Monday, August 29th** for students.

ADJOURMENT

Mr. Masson made a Motion to adjourn the meeting at 9:45 p.m. All in favor.

Non-Public-RSA 91-A: 3Ib. Personnel

At 9:45, Ms. Bennett made the Motion to go into Non Public Session. Ms. Pierce seconded the Motion. Ms. Kennedy polled the Board. All in favor.

Respectfully Submitted,

Phyllis Kennedy
School Board Secretary

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

