

**SANBORN REGIONAL SCHOOL BOARD  
MEETING MINUTES  
June 12, 2019**

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A regular meeting of the Sanborn Regional School Board was held on Wednesday, June 12, 2019. The meeting was called to order at 6:02 p.m. by Sanborn Regional School Board Chairperson, Peter Broderick. The following were recorded as present:

**SRSD SCHOOL BOARD MEMBERS:**

Peter Broderick, Chair  
Dr. Pamela Brown, Vice Chair  
Electra Alessio  
James Baker  
Larry Heath (Excused)  
Jamie Fitzpatrick  
Tammy Mahoney

Erin Gillespie –Student Council Representative

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent  
Michele Croteau, Business Administrator (Excused)  
Matthew Angell, SAU Office Manager

1. **CALL TO ORDER** at 6:02 PM by Chair Broderick with the Pledge of Allegiance led by Memorial Student Council leaders.
2. **ACTION ON MINUTES-** Review of Public Minutes of [6/5/19](#). **Chair Broderick asked for a Motion to approve the Public Minutes of 6-5-19. Motion made by Dr. Brown and seconded by Ms. Mahoney.** Dr. Brown noted that on page 4, the end of the 1<sup>st</sup> paragraph on EISA, should read “Dr. Brown of Newton commented on the importance of content mastery in the Profile of a Graduate”. Also, under 4.6, the Personnel meeting is scheduled for 6/26 at 5PM, not 7/26.

**Vote: All in Favor with amendments.**

### 3. COMMUNICATIONS

- 3.1 Distribution of Manifest Documents-Payroll Check Register # 25 in the amount of \$891,049.55. Signatures were obtained by the Board and Administrators.
- 3.2 Nominations- Mr. Ambrose reviewed the nomination of Lauren Romano to fill a 5<sup>th</sup> Grade teaching position at Bakie School for one year.

**Chair Broderick asked for a Motion to approve the nomination. The Motion was moved by and Dr. Brown and seconded by Ms. Alessio. No discussion**

**Vote: All in Favor**

- 3.3 Resignations- None
- 3.4 Superintendent's Report - Mr. Ambrose gave an update as follows:
- ◆ Graduation-took place on Friday, June 7<sup>th</sup> and was a wonderful event. It was a beautiful evening and the ceremony ran smoothly. The student speeches were fantastic. Thank you to all the custodians and maintenance staff who took the time to set up and break down, which was quite a process. Mr. Stack reconfigured the lay-out and it was much, much better this year. The entire evening was a wonderful way to cap off the year for the district.

### 4. COMMITTEE REPORTS

- 4.1 Policy-The Policy Committee has not met since the Board met last week (June 5th). We have 23 policies for Board review tonight. I am happy to report that 100% of the revisions possible have been accomplished this school year (by the conclusion of this meeting). A huge thanks to the hard work of Assistant High School Principal Bob Dawson, Student Services Director Jodi Gutterman, Counseling Director Heidi Leavitt, Director of Academics & Professional Learning – Dr. Patty Haynes, Business Administrator Matt Angell, Athletics Director Vicki Parady-Guay, Nurse Karen Scanlon, SAU office manager Phyllis Kennedy, Superintendent Ambrose - and our School Board. We should also extend our thanks to Attorney Will Phillips of the NH-SBA team. I would like to thank all of the employees and administrators who helped us out. Over summer, the NH-SBA will be drafting a number of recommended sample revisions for our review. We do not anticipate any Policy meetings from June to August until their recommendations are received. Thanks, everyone.

- 4.2 EISA- Ms. Mahoney reported that the Excellence in Student Achievement met earlier this afternoon and she will report on this at the next board meeting. The next subcommittee meeting is on September 18<sup>th</sup> at 4:45 PM.
- 4.3 Facilities- No report
- 4.4 Finance- Mr. Baker reported that the Finance Committee met this afternoon, June 12th. The committee members present were Jamie Fitzpatrick, Electra Alessio and Jim Baker and Matt Angell. The minutes from our May 8th meeting were reviewed and approved.

We reviewed the Trust and Revolving fund Balances as of May 31, 2019.

Special Ed Trust Fund balance was ..... \$236,909.07  
Capital Improvements Fund balance was..... \$145,347.37  
Facilities Use Fund balance was .....\$193,660.21

We reviewed various Revenue and Expense reports including current Budget Reports. Total expenditures for Health and Dental thru May 31 were: \$ 3,849,636.39  
The expenditures from The General Fund excluding Health and Dental thru May 31 were: \$23,774,562.67

We reviewed a draft of a construction plan for the Middle School Transition that allocates construction into 3 phases that will be needed to complete the separation of the Middle School floor plan from the High School. This review included a discussion of estimated reconfiguration costs to be paid out of unexpended funds. Also, a discussion about the need for a reserve of unexpended funds that could offset any unanticipated costs which can occur in construction, especially when reconfiguring large areas. And, we discussed funds that are available to return to taxpayers to offset property taxes. You'll hear the details of this during the fund balance discussion.

Lastly, we reviewed and approved a Budget Adjustment transfer from Special Ed Transportation to an Out Of State Residential Placement account in the amount of \$12,000.00. The next Finance Committee meeting is scheduled for Sept 18th at 3:45 PM.

- 4.5 Public Relations-No report.
- 4.6 Personnel- Meeting – Dr. Brown reported that the next meeting is on 6/26 at 5 PM.
- 4.7 SST- No report.
- 4.8 Seminary –No report.

4.9 Budget- No report.

5.0 Wellness-No report.

5. **STUDENT COUNCIL REPRESENTATIVE REPORT**

Ms. Gillespie reported that as Mr. Ambrose previously expressed, the Class of 2019 Graduation went very, very well. Bridget Abney and Ashley Felisberto gave wonderful speeches and she wishes them all well in the next chapter of their lives. In the last several meetings, the overall Homecoming theme was decided upon which will be sports teams and the following individual choices were made by each grade: Seniors-Patriots, Juniors-Bruins, Sophomores-Red Sox and Freshmen-Celtics. Mr. Ambrose attended the most recent meeting to answer questions about the reorganization of the district to include discussion on extra-curricular and advanced classes.

6. **1<sup>st</sup> PUBLIC COMMENT-**

Cheryl Gannon (Kingston)-Requested an update on the Seminary status which she has asked for several times during previous Public Comments. She added that she and the public would appreciate knowing where it stands.

Ms. Alessio responded that she represented the Town of Kingston on the negotiation end of the Seminary discussion and they did come to a roadblock in terms of finding the land to make a swap and cut a deal. Because of that and then being elected to the school board, things were waylaid a bit. However, she would like a task force to be formed to work with the administrative team, community realtors, and developers to look at not only the Sanborn Seminary property, but also the Middle School. She would like this to happen by the fall. She will work with other board members and those on the Facilities Committee to formally make this proposal.

Mr. Ambrose said that he recognizes that Ms. Gannon has asked repeatedly for information, and responded that there are two organizations that they are in discussion with but it is very preliminary and there is not much he can say about it at this time, except that one of them asked for an abatement regarding hazardous materials in the Seminary building. They would like this information as soon as possible. Also, he has asked Mr. Angell in the business office to reach out to realtors for input on the pros and cons of the building so he can bring this shareable information back to the Facilities Committee. They are actively working on this, so it is not a dead issue.

7. **NEW BUSINESS**

- 7.1 Authorization to Hire /Summer Calendar— Chair Broderick explained that the Board gives permission to the Superintendent during the summer to hire in their absence. **He asked for a Motion to give the Superintendent the approval to hire during the summer, moved by Mr. Baker and seconded by Dr. Brown.** Discussion ensued on the date that board will approve nominations in August. **Ms. Alessio moved that the board resume their meetings (after the summer break) on August 7<sup>th</sup>.** Mr. Ambrose commented that the Administrators take the last week in July and the 1<sup>st</sup> week in August off, so they will not begin prepping for school until after that, so any business being brought to board would be timelier if after August 7<sup>th</sup>. **Ms. Alessio withdrew her Motion.**

**Vote: All in Favor**

- 7.2 Professional Development Date- Superintendent Ambrose informed the group that Dr. Haynes is requesting the move of the Professional Development date so that staff can attend a retreat with their new school level teams.

**Chair Broderick asked for a Motion to approve moving the Professional Development date from November 8<sup>th</sup> to October 11<sup>th</sup>, moved by Ms. Alessio and seconded by Ms. Mahoney.**

No discussion

**Vote: All in Favor**

- 7.3 Climbing Wall at Bakie Elementary- Athletic Director, Vicki Parady-Guay presented the proposal which would be funded by a donation from Katie Tuscano. The quote for the building and training is \$17, 650 and the intention is to implement the wall into the wellness curriculum that helps the students meet the National Standards and Grade-Level Outcomes in grades K-5. Ms. Parady-Guay reviewed the specifications, facility changes involved, FAQ's, Insurance coverage, benefits and safety of the apparatus. **Chair Broderick asked for a Motion to approve the Climbing Wall at Bakie Elementary School, moved by Mr. Baker and seconded by Dr. Brown.**

Discussion ensued on the climbing wall terminology and practices, details of installation and inspection, access to and protection of the wall, staffing, ongoing costs, donations and liability. The School Board meeting (in keeping in line with the Policy KCD for accepting donations and gifts) constitutes a public hearing as noted by Dr. Brown.

**Vote: 4 in Favor, 2 opposed (Ms. Alessio and Mr. Fitzpatrick)**

- 7.4 Primex Insurance- Mr. Angell explained that he is seeking approval for the Primex contract which is our property liability for Worker's Comp insurance provider. They are a public risk pool meaning most cities, towns and school districts in the State of NH participate in the program. Essentially, all the local governments and school districts are paying for the losses of all the other members within that pool. There is no profit motive behind this risk pool. Primex also offers other services like training related to HR issues. The premiums are listed and he noted that premiums have remained flat for the last 2 years despite fluctuating between 3% and 9% in previous years.

**Chair Broderick asked for a Motion to approve the Primex Contract, moved by Ms. Alessio and seconded by Mr. Baker.**

Discussion ensued on inflation riders, cap agreements, and property values inflation.

**Vote: All in Favor**

- 7.5 Plan 457 for Retiree Benefits-Mr. Angell prefaced by saying that currently, the employees of the school district participate in a defined benefit plan. We also offer a 403b deferred compensation plan, which is very similar to what is offered in the commercial world as a 401k. 457 Plans fall under state and local governments, which the schools fall under. Because they can fall under 2 different plans, educators at the school district are eligible to participate in both plans at the same time, at the percentage of contributions of those particular plans. These are these are plans that fall under the internal Revenue service's regulations, so they can contribute a lot. The benefit for this is for those employees who are retiring. They can defer their sick and vacation buy-out at the end of their employment, for a future tax period with the Internal Revenue Service. This would affect administrators as one group. The group decided to hold off on discussing this item any further until the non-public session this evening.
- 7.6 Fund Balance-Mr. Angell reported that he is estimating year-end, as unassigned fund balance of \$1, 509, 376.00. This was calculated by starting off the year at \$1,504,000, estimated revenues at \$33,391,000 and estimated expenditures of \$33,387,000. He noted that the estimated expenditures include an additional \$250,000 that they are anticipating to spend for the middle school transition. Under the Contingency Fund, the school district can retain up to 2.5% of the net assessment. At 2.5%, we can retain up to \$718,000. This is fund balance that would not get returned back to the taxpayers to reduce the tax rate. However, it can be used for 2 purposes; emergency expenditures or to reduce the tax rate. He would ask to retain up to \$500,000 of Fund Balance, retuning \$1, 000,000 to the taxpayers. Should the School District decide to reduce the tax rate they can do so before the tax rate is set. The purpose of trying to retain it tonight is for the purpose of financial statements and approval before June 30<sup>th</sup>.

**Chair Broderick asked for a Motion on the Unexpended Fund Balance. Ms. Alessio made a Motion that \$500,000 of the Unexpended Fund Balance be placed into a Contingency Fund and the remainder of the Fund Balance (\$1, 009, 376) be returned to the taxpayers of the district, seconded by Mr. Baker.**

Discussion ensued on the numbers presented.

**Vote: All in Favor**

- 7.7 Budget Calendar- Mr. Ambrose reviewed the calendar which nearly mirrors this year's calendar. He has worked with Budget Committee Chair Collyer and they have reviewed all of the dates and the Budget Committee has approved this.

**Chair Broderick asked for a Motion, moved by Ms. Mahoney and seconded by Mr. Baker. No discussion.**

**Vote: All in Favor**

- 7.8 Policies for 1<sup>st</sup> and 2<sup>nd</sup> Read- Dr. Brown made a Motion to **approve new policies JBAA-A, JEC, JICDD, JICE, JICF, JICHA, JICI-R, JICK-R1, JICK-R2, JIE, JJC, JJIB, JJIFL, JJJ, JKB, and JRB; repeal old policies JBA, JICK-R, and JK; reaffirm policies JCB-R and JFA; and approve as-revised policies EC and JFA-R, with 1st and 2nd Read. Motion seconded by Ms. Alessio.**

Dr. Brown informed the group that she has added Policy EEA (Student Transportation) to the policies tonight and two typos in Policy JFA-R and JRB have been corrected. Also, JBAA-A will be renewed every year with the current year reflected at the top of the policy.

EC - BUILDINGS AND GROUNDS ALTERATIONS

JBA - NON-DISCRIMINATION

JBAA-A - SEXUAL HARASSMENT - ADDENDUM

JCB-R - CHANGE OF ASSIGNMENT DUE TO MANIFEST EDUCATIONAL HARDSHIP

JEC - MANIFEST EDUCATIONAL HARDSHIP

JFA - RESIDENCY

JFA-R - TECHNICAL ADVISORY - RESIDENCY – Revised

JICDD - STUDENT DISCIPLINE / OUT-OF-SCHOOL ACTIONS

JICE - STUDENT PUBLICATIONS

JICF - GANG ACTIVITY

JICHA - BREATHALYZER USE AT STUDENT EVENTS

JICI-R - MODIFICATIONS OF A WEAPONS EXPULSION  
JICK-R - BULLYING AND HARASSMENT REPORT FORM TEMPLATE  
JICK-R1 - BULLYING REPORT FORM – VICTIM OR WITNESS  
JICK-R2 - BULLYING REPORT FORM – INVESTIGATION RESULT  
JIE - PREGNANT STUDENTS  
JJC - STUDENT PRODUCTIONS  
JJIB - INTERSCHOLASTIC ATHLETICS  
JJIFL - GUIDELINES FOR PROPER SPORTSMANSHIP  
JJJ - ACCESS TO PROGRAMS BY HOME SCHOOL STUDENTS  
JK: SUSPENSION AND EXPLUSION OF STUDENTS  
JKB - DETENTION OF STUDENTS  
JRB - CONFIDENTIAL STUDENT INFORMATION

Discussion ensued on Student Transportation (Policy EEA) and the liability of how and where young children are dismissed at the end of the day. Also discussed was Policy JJ regarding Homeschooled students and specific language for access to programs. High School Assistant Principal Dawson gave his input on the policy.

The decision was made to table Policy JJJ (Access to Programs by Home School Students) until August.

**Dr. Brown asked to move the Motion with amendments.**

**Vote: All in Favor**

**Mr. Ambrose asked for a Motion to discuss Policy EEA (Student Transportation Services), moved by Ms. Alessio and seconded by Mr. Fitzpatrick.**

Mr. Ambrose read new proposed language for Policy EEA as follows: K-3 students will not be discharged from school unless a parent, guardian or known adult is present to pick them up at the designated bus stop or at the school building or after school event. Parents or guardians may opt out of the bus stop component of this policy in writing to the school principal. Parents or guardians may opt out of the school building or after school event component of this policy in writing to the school principal, provided that the student is walking a reasonable distance from the school, not to exceed a quarter mile.

Discussion ensued about changing the policy to read K-5 instead of K-3.



**Dr. Brown asked to move the Motion with amendments.**

**Vote: All in Favor**

- 7.9. Intervention Job Description-Mr. Ambrose reviewed the job description and details of specific language, specifically the word “access “. Discussion ensued.

**Chair Broderick asked for a Motion to approve the Intervention Job description, moved by Ms. Mahoney and seconded by Dr. Brown.**

**Vote: All in Favor**

8. **OLD BUSINESS** –

- 8.1 School Board Goals-Discussion of goals ensued with contributions as follows:

- ◆ Successful District Reconfiguration /Move by September of 2020
- ◆ Instruction (to include academic curriculum, strategic plan, academic performance)
- ◆ Board member self-evaluation
- ◆ Report Cards
- ◆ Budget 2020-21 (Default)
- ◆ Accreditation Process
- ◆ Facilities Progress (Middle School & Seminary)

Regarding the Default Budget, Mr. Ambrose noted for the record, that the voters agreed to the teacher and support staff contracts, so those will be a part of the budget. His intention is to bring forth the Default Budget. Discussion ensued.

Dr. Brown reviewed last year’s School Board Self-Evaluation goals recommending that Mapping Outcomes should be carried over.

- ◆ NESDEC Study-Completed
- ◆ Policy Review-Completed
- ◆ Map Outcomes to Goals-50% Complete

**Chair Broderick made a Motion on the following School Board Goals, seconded by Mr. Fitzpatrick.**

1. Reconfiguration of Grades Pre-K, K, 1, 2,3, 4,5,6 and the move of Grades 7 and 8 to the High School.
2. Formulate a task force for facilities to expedite the elimination of unwanted excess properties and buildings, specifically the Middle School and old High School campus.
3. To complete the 2018-19 Goal #3 (Mapping Outcomes) and explore Report Card Options.

**Vote: All in Favor**

**Dr. Brown asked for a Motion to approve her previously referenced self-evaluation, seconded by Ms. Mahoney.**

**Vote: All in Favor**

- 8.2 **2019-20 School Board Dates-Chair Broderick asked for a Motion to approve the 2019-20 School Board Calendar moved by Dr. Brown and seconded by Ms. Mahoney.**

Discussion of start date in August ensued. The group decided to start on August 21<sup>st</sup> and if another is needed prior to that date, they will call for one.

**Vote: All in Favor**

- 8.3 **2019-20 School Board Subcommittee Dates- Chair Broderick asked for a Motion to approve the 2019-20 Subcommittee Calendar, moved by Dr. Brown and seconded by Ms. Mahoney.**

Mr. Ambrose reviewed the calendar. Discussion on the times of the meetings.

**Vote: All in Favor**

9. **2<sup>ND</sup> PUBLIC COMMENT**

Annie Collyer (Newton)-Appreciates what the board had done on the Fund Balance and that they have cut themselves some flexibility moving forward. She wants to point out that the amount that is planned right now to go back to the tax payers is \$200K less than what went back last year. Plus, with the approved contracts which the voters know about, that is an 800K increase which translates into \$750 to Newton taxpayers. There would also be Special Education costs and insurance as well, I just ask that you be sensitive to that \$500K that you are retaining as contingency and not wipe out people. We just need to we just need to keep the community kind of moving together in the same direction and not caught not overdo the shock value.

10. **OTHER BUSINESS**

10.1 Next Meeting Agenda-TBD

10.2 Announcements

10.2.1 The next Sanborn Regional School Board meeting will be held on  
Wednesday, August 21, 2019 in the Sanborn Regional High School Library  
from 6-9 PM.

11 **NON-PUBLIC SESSION**- RSA 91-A: 3 II (c) (d)

**Motion made by Dr. Brown to enter into Non-Public Session at 8:04 pm, seconded by Ms. Mahoney. A Roll Call vote was held of all members present.**

**Vote: All in Favor**

12 **ADJOURNMENT**- Meeting adjourned 8:29 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.

**Sanborn Regional School Board Public Session**  
**Continuing Public Minutes**  
**June 12, 2019**  
**Kingston, NH**

The public meeting resumed at 8:55 PM

**Ms. Alessio made a Motion to grant merit pay of \$2500 to Superintendent Ambrose, seconded by Dr. Brown.**

**Vote: All in Favor**

**Motion made to transfer 75K to the Capital Reserve Fund by Mr. Fitzpatrick, seconded by Dr. Brown.**

**Vote: All in Favor**

**Motion to reduce the \$500K for Contingency Fund to \$400K made by Mr. Baker and seconded by Mr. Fitzpatrick.**

**Vote: All in Favor**

**At 9:10 pm, Mr. Broderick made a Motion to adjourn the School Board meeting seconded by Mr. Fitzpatrick.**

**Vote: All in Favor**

Matt Angell, Recorder