

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

June 27, 2018

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A regular meeting of the Sanborn Regional School Board was held on Wednesday, June 27, 2018. The meeting was called to order at 6:01 p.m. by Sanborn Regional School Board Chairperson, Peter Broderick. The following were recorded as present:

SRSD SCHOOL BOARD MEMBERS: Peter Broderick
James Baker
Dr. Pamela Brown
Larry Heath
Tammy Mahoney
Corey Masson
Adam O'Rourke -Student Council Representative

EXCUSED: Taryn Lytle

ADMINISTRATORS: Thomas Ambrose, Superintendent
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:01 PM by Chair Broderick with the Pledge of Allegiance.
2. **ACTION ON MINUTES** –Chair Broderick asked for a Motion to approve the Public Minutes of 6-6-18. Motion made by Mr. Baker and seconded by Mr. Masson. Ms. Mahoney informed the group that while attending a recent Right-To-Know workshop, she learned that the law requires when it is not practical for a board member to attend a meeting in person and they are connected remotely, the Minutes must reflect the reason why. The remote member must also state who is present in that location (if anyone). In addition, all votes made must be done with a Roll Call. In accordance, Mr. Masson stated that at the 6-6 meeting, he was in Austin, Texas for a business meeting at his corporate headquarters and no one else was present in the room.

Vote: All in Favor.

3. **COMMUNICATIONS**

- 3.1 **Manifests-** Due to year-end budget reconciliations, the Manifests will be distributed to Board Members at the end of the month for signatures.
- 3.2 **Resignations-** Superintendent Ambrose read the one resignation of High School English teacher, Evan Czyzowski.

Chair Broderick asked for a Motion to Approve the Resignations, moved by Mr. Heath and seconded by Ms. Mahoney. Mr. Masson commended Mr. Czyzowski for the meaningful ways he has positively influenced students whether with trips to other countries or with the community. Both the students and the community have learned a lot from him and he will be missed. Superintendent Ambrose echoed the sentiment.

Vote: All in Favor.

- 3.3 **Nominations-** Superintendent Ambrose read the Staff Nominations at the High School as follows: **High School:** Steve Bentley, Physical Science/ \$57,585 Ann Chickanoski, Math /\$38,959, John Croteau, Social Studies/\$68,572 Rebecca Garone, Art (.5)/\$21,598. **Memorial School:** Karen Parr, Reading Specialist/ \$ 72,695. **Bakie School,** Kristin McCann, Kindergarten/\$49,075

Chair Broderick asked for a Motion to approve the Nominations, moved by Mr. Masson and seconded by Mr. Heath. No discussion.

Vote: All in Favor.

- 3.4 **Superintendent's Report-** Superintendent Ambrose reported the following:

3.4.1 **High School: Graduation-** Superintendent Ambrose reported that it was his first graduation here and between the bagpipes, drumming and the speeches given, it was a fantastic day. He also attended Baccalaureate, the Senior Video amongst other events and it was a perfect ending to one of the better years of his career.

3.4.2 **New Hampshire Teacher Award**

Exciting news for 6th grade teacher, Nicole Wolfe, who was nominated and won Teacher of the Year for History for the State of New Hampshire. She will be moving on to Nationals.

3.4.3 Columbia University Workshop

Mr. Ambrose, several administrators and teachers recently returned from a workshop instruction at Columbia University in New York. This was a very competitive program for which acceptance was required. The workshop covered academic rigor, expectations, the number of texts that students should be reading each year and how much writing should be done. It was eye-opening for the group and very informative.

Chair Broderick thanked Tammy Mahoney for handing out diplomas in his absence that evening, so he could attend his grandson's graduation in Windham.

Ms. Mahoney commented that it was an honor and a privilege to give out diplomas and to represent the Board on graduation night. She thanked the members of administration for their assistance that evening and encouraged the public's attendance at the event as it is a wonderful evening and very well done.

4.0 COMMITTEE REPORTS

- 4.1 Policy – Dr. Brown reported that the next meeting will be August 1st at 5PM. There may also be a meeting in July which will be determined soon. They hope to have work sessions over the summer. The committee received sections A-C and section J of our policy manual review from the New Hampshire School Board Association (NHSBA) and Dr. Brown hopes they will have the rest reviewed soon. Policy GCEB (Administrative Staff Recruiting Procedure) was approved at the last meeting with a 1st and 2nd Read but there are several policies that conflict such as GCEB-R which should be repealed, CD - (Administrative Personnel), BBA-School Board Powers and Duties and BD-E (Board Committee Missions and Statements of Purpose). So, it felt rushed at the last meeting and things were not fully addressed. Also, NHSBA was paid \$1200 last August to review our Policy Manual and they said that in mid-January they would complete the review which did not happen. Finally, we now have these few sections from them. There were 15 policy reviews, all of them required except for the last one which was recommended, so it was not a delay on any part of the Policy Committee. The group will review the policies fully this summer and see what needs to be addressed as well as the recommended changes. Many polices addressed already were 9-12 pages long such as School Lunch Program, Drug Policy, Memorialization, Emergency First Aid, Narcan and Suspension, Expulsion and Detention. So, there was a lot of work done this year and more to do this summer.

Mr. Ambrose added that the work to be done on our Policy Manual was very extensive and he thanked NHSBA's attorney Will Phillips as well as Dr. Brown for the many hours she puts into this effort.

- 4.2 EISA-Ms. Mahoney reported that the Excellence in Student Achievement group met tonight with all members in attendance. At the meeting, they reviewed goals for the coming year and adopted a procedure for public comment. They decided to add a section for public comment to their meetings after several members of the public attended. So, Policy BEDH –Public Participation at Board meetings was adopted to give structure to those wanting to address the committee. She recommends that other subcommittees consider adding this since we encourage public attendance at subcommittee meetings. Also, this falls in line with the Right-To-Know law. The next meeting is Wednesday, August 8th at 4:30 PM.
- 4.3 Facilities- Mr. Baker reported that there has been no meeting since the last one.
- 4.4 Finance-Mr. Baker reported that the Finance Committee met on 6-20. Present was Tammy Mahoney, Taryn Lytle, Jim Baker, Michele Croteau We reviewed several key aspects of a new Memorandum of Agreement between Sanborn District and Fremont District governing tuition reimbursement. The original agreement was signed in 2003 and, the Agreement term is 7/1/2006 - 6/30/2026. Since the 2003 signing, new learning services have been added. The purpose of the new Agreement is to clarify expectations and cost sharing responsibilities. The Agreement was reached by the Superintendents for both Districts. The key areas reviewed involve costs for Special Education, 504 Services, Alternative Learning Plans, Adult Education and Hospital Tutoring, along with revising dates for determining enrollment and due dates for reimbursement. There is also a provision recommending that the Agreement will be revisited annually and updated as needed. Both school boards approved the Agreement at the joint board meeting held at Ellis School in Fremont on May 22nd.

We also reviewed Budget Adjustments since April. These adjustments are used to track funds available in line item expense categories. The District is not required to do these adjustments, but they are helpful from an accounting standpoint so that administrators know where funds stands so that as the year progresses dollars on a particular line are not over spent. As we know a budget is a best guess at what funds will be available for each expense category in a coming year. As the year unfolds and expenses paid some categories will need additional dollars and some will need fewer. For example,

more funds may be needed for utilities or snow removal than were anticipated. Also, in years with a high turnover of staff like this past year, new staff is hired. Some are hired at lower salaries than budgeted, some at higher. There can also be unexpected costs. To name a few, this year there was an underground oil storage tank that the state required be updated at Bakie. We also incurred unexpected repairs on High School boilers and we had additional unexpected Special Ed costs. It's important to note these adjustments are transfers between existing cost areas. They do not increase the total budget in any way. You've been provided with a list of the adjustments. The Finance Committee would recommend a motion to approve these adjustments.

Mr. Baker asked for a Motion to approve said adjustments, moved by Ms. Mahoney and seconded by Mr. Masson.

Dr. Brown asked for clarification that the Finance Committee want to move the surplus to cover the deficits from various budgets. Mr. Baker confirmed that statement and added that moving the money where it needs to be spent clarifies the budgeting process while alleviating excess surplus.

Superintendent Ambrose commented that he did put a freeze on the budget in February due to escalating Special Education costs, but they were able to work on that in and there was no overspending that occurred.

Vote: All in Favor.

The Finance Committee would also like to request that the Policy Committee review Finance policies BDE-E and DBJ. (These policies govern spending authority and responsibilities). One issue is the policy states that "the Finance Committee is responsible for determining that the School District's Financial Records conform to Generally Accepted Accounting Principles". We currently hire and auditing firm to assure that. The Committee believes this policy should be amended to something like: "Shall engage a qualified auditing firm to ensure that the school district's financial records conform to Generally Accepted Accounting Principles"

Lastly, we discussed a recommendation by the Business Administrator regarding changing the accounting procedure for the Hockey program. Instead of costs accruing to the general fund and being reimbursed, the recommendation is to have these expenses accrue to a Grant fund. This would keep the hockey expenses separate from the general fund. The Finance Committee approved this change.

4.5 Public Relations- No report

- 4.6. Personnel- No report
- 4.7 SST-No Report
- 4.8 Seminary Discussion-Mr. Ambrose reported that they did meet and will be discussing more in Non-public Session.
- 4.9 Budget Committee- Mr. Heath reported that at the last meeting they discussed the Superintendent's Entry Plan and he relayed their questions to Mr. Ambrose and his team for answers. Mr. Ambrose commented that answered what they could as some questions related to year-end budgets which were still being summarized

Ms. Mahoney asked about a reimbursement for budget committee members attending a workshop and being reimbursed for it. **Mr. Heath made a Motion to compensate those on the School Board and Budget Committee who attended a seminar for training, seconded by Mr. Masson.**

Mr. Ambrose asked about the technicalities of paying those that are not employees. Is there any? Ms. Croteau said she did not know. Mr. Ambrose will check with a lawyer. Discussion ensued.

Motion amended to say "to compensate those on the School Board and Budget Committee who attended a seminar for training, barring any legal restrictions" seconded by Mr. Masson.

Motion amended to say "to compensate those on the School Board and Budget Committee who attended a seminar (and wish to be reimbursed) for training, barring any legal restrictions" seconded by Mr. Masson.

Mr. Masson clarified that the Budget Committee does not have a budget nor receive a stipend as the school board does.

Vote: All in Favor as Amended.

5.0 PUBLIC COMMENT

Chair Broderick announced that there will be two public comments going forward starting this evening.

A question was asked about the Hockey Program's accounting procedure and the General Fund vs. Grant Fund. Ms. Croteau explained the difference saying that Net

Accounting (previously done at Sanborn) will be changed to Gross Accounting which shows the expense and the revenue and prevents monies from impacting appropriations raised through taxes. Mr. Ambrose further clarified by saying that basically the hockey money would be separated into its own account, so it is used appropriately and can't be used for anything else.

Jamie Fitzpatrick (Newton)-urged the school board to please look at the grading system currently in use in the district. He recently had the opportunity to review some elementary year-end report cards and they appear to be designed to keep parents in the dark as to the progress of their children. They are not intuitive, clear, comparable or indicative of performance. He would submit for consideration that the A-F grading system is far more accurate, reliable, transparent and efficient. It is my opinion that this would help the district in their ongoing process to improve student performance.

Ms. Mahoney advised the group on information she received at a recent Right-To-Know workshop regarding Sealed Minutes from a Non-Public Session which should be sealed in public session and recorded in the public Minutes. In addition, there are 3 scenarios or conditions where Minutes can be sealed: 1) disclosure would have an adverse effect on reputation, 2) disclosure would render the proposed action ineffective, and 3) discussion in non-public session pertains to terrorism. A time should not be set for sealing them. Discussion ensued on board vacancy which she brought up.

Mr. Ambrose would like to bring NHSBA and Right-To-Know back in the fall and asked Ms. Mahoney to forward the information she received to him so that we can check it with our attorneys because there are always various interpretations. He appreciates her input and looks forward to finding out what the district's attorneys think as well.

Mr. Masson commented that precedence be foremost in terms of cases that attorneys reference.

6.0 OLD BUSINESS- NONE

7.0 NEW BUSINESS

7.1 Food Service Corrective Action Plan- Ms. Croteau explained that the Food Service program is a federally funded program and audits are done and reports are provided. There were recommendations that were given to the district. She will share it with them but there was nothing earth shattering, and all processes are being implemented.

7.2 Tuition Rates (Fremont & State)- Ms. Croteau reviewed the rates for 2018-19.

Mr. Masson made a Motion to approve the 2018-19 Tuition Rates as presented in the 6/27/18 document.

Ms. Croteau proposed that the Board approve the adopted budget and the resulting tuition rated for 2018-19, seconded by Mr. Heath.

Vote: All in Favor

- 7.3 Authorization to Hire- Mr. Ambrose explained that because the board does not meet in July, he needs permission to hire during that time or until school resumes session.

Mr. Heath made a Motion that the Board authorize the Superintendent to hire as required until school starts, seconded by Mr. Masson.

Mr. Masson asked if there was a special policy on this which should be reviewed.

Vote: All in Favor

- 7.4 School Board Goals- Superintendent Ambrose reviewed the progress on the goals. NESDEC will present on their district study on August 1st which influences the goal work.

Mr. Masson brought up the Entry Plan along with the NESDEC study and the Strategic plan which begs the question whether we could look at these issues in a one-day workshop and come up with 3 goals.

Superintendent Ambrose stressed that the mission of the board, he believes, is to focus on students having the best education while maintaining an overall picture of the taxes and identifying needs in our facilities. This will be a big year with budget, contract negotiations, NESDEC, etc.

Mr. Baker shared his goals as follows:

1. Academic – Two part: 1). set measures to evaluate where the District performance is about meeting academic goals as per the new definition of Student Success. 2). at least 2 x a year, host an Administration report on the progress of achieving these measures.
2. Academic – Compare academic performance year to year and improve Sanborn's results in relation to State of NH reported averages.
3. Evaluate and Include the results of the NESDEC (National School Development Council) study in our budgeting and Facilities goals.

4. Financial – To the extent possible, prepare the 2019-20 proposed Operating Budget with sufficient savings that combined with the professional and staff support increases do not exceed a combined total cost increase of more than 0.5%. (We need to try very hard to equalize our higher cost per student and tax rates with the lower costs of neighboring towns).

Mr. Masson commented that the Definition of Student Success could be a Mission and vision statement, along with the financial piece of Mr. Baker's goals should be a by-product.

Discussion ensued on goals.

Chair Broderick talked about next steps being after the NESDEC Study is presented. He asked whether the meeting could start at 5PM. Polling the members, the group can attend.

Dr. Brown discussed declining enrollment and the idea of having a goal that involves an Enrollment Management Plan to support student success. Action steps would be to 1) Review the NESDEC Study, 2) Review existing class scheduling and staffing patterns, and 3) Facility fees.

Mr. Ambrose disagrees about the scheduling as that is overseen by the bldg. coordinator.

7.5. Second Public Comment

Mary Cyr- (Kingston)- pleased that School Board goals and objectives are being discussed as she has been pushing for this for a decade. She stressed that it is the job of the school board to set the goals and objectives for the Superintendent and his team, ones that are measurable, specific objectives with reporting parameters and compliance issues. So, defining those goals is the first step, then the nuts and bolts can be worked out.

8.0 **STUDENT COUNCIL REPRESENTATIVE REPORT**

Mr. O'Rourke informed the board of the class elections which were held on June 13th. Senior Class President is A. Felisburto, Junior Class President is S. Munroe, and Sophomore Class President is A. Cotter. Freshmen Class President-TBD. Themes for Homecoming were discussed with "Day of "theme chosen. Student Council officers were chosen. Public Relations is S. Rowell, Historian is A Felisburto, Secretary, A. McVey and Treasurer is A. Cotter, and Vice President is M. Mullen, and President is A. Blank. The next meeting is August 21st.

9.0 **OTHER BUSINESS**

9.1 Next Meeting Agenda

Agenda Items:

1. NHSBA Right-To-Know (August or September)
2. NESDEC Presentation

9.2 Announcements

- 9.2.1 The next Sanborn Regional School Board meeting will be held **Wednesday, August 1, 2018** in the library at Sanborn Regional High School from 6-9 PM.

10. **NON-PUBLIC SESSION** –RSA 91-A: 3 II (c)

Motion made by Mr. Heath to go into Non-Public Session, seconded by Chair Broderick. A Roll Call vote was held. Vote: All in Favor.

11. **ADJOURNMENT**- Meeting adjourned 7:20 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.

Continuing Public Minutes Attached

Sanborn Regional School Board
CONTINUING PUBLIC
Minutes
6-27-18

8:17 PM- Motion made to seal Minutes until property has been transferred or sold by Mr. Heath, seconded by Mr. Baker. Group discussed the critical need of roof repair and time constraints. Fund balance-rough estimate at 1M.

Roll Call Vote-All in Favor

Motion made by Mr. Heath to encumber \$225K for replacement of the Swasey Gym roof from the 2017-18 budget, seconded by Mr. Masson

Vote: In Favor-4 (Baker, Masson, Heath, Broderick)
Opposed-1 (Brown)
Abstain-1 (Mahoney)

Motion Passes.

8:57: Motion to Seal Minutes by Mr. Heath until after negotiations are complete because disclosure of information would negate purpose, seconded by Mr. Baker.

Vote: All in Favor.

8:58 PM- Motion to adjourn meeting made by Mr. Heath, seconded by Mr. Baker.

Vote: All in Favor

Michele Croteau
Recorder