

**SANBORN REGIONAL SCHOOL BOARD**

**MEETING MINUTES**

**December 4, 2019**

To view the video of this meeting, please visit our website at [www.sau17.net](http://www.sau17.net) and click on School Board Videos under the School Board menu.

A meeting of the Sanborn Regional School Board was held on Wednesday, December 4, 2019. The meeting was called to order at 6:02 PM by 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  
Jamie Fitzpatrick  
Tammy Mahoney

**STUDENT COUNCIL REPRESENTATIVE**

Erin Gillespie- (Excused)

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent  
Matthew Angell, Business Administrator

1. CALL TO ORDER- Chair Broderick called the meeting to order at 6:02 PM with the Pledge of Allegiance led two students from the Middle School's Student Council; President, Sarah Bahrakis and Vice President, Mary Kate Varney. They were commended for leading bake sale efforts resulting in a \$400 donation to a local family who were recent victims of a fire.
2. ACTION ON MINUTES- Review of Public Minutes of [11-6-19](#) **Chair Broderick asked for a Motion to approve the Minutes. Motion made by Dr. Brown and seconded by Mr.Heath.** No discussion.

**Vote: All in Favor**

3. COMMUNICATIONS

3.1 Distribution of Manifest Documents-Payroll Check Register # 11 in the amount of \$945,216.00 dated 11-25-19, Manifest Check Register # 13 in the amount of \$ 662,051.99 dated 11-27-19. Signatures were obtained by the Board and Administrators.

3.2 Non-Public Session-Chair Broderick explained that the board will now move into a Non-public session to discuss a subject that will be presented later in the meeting. **Chair Broderick asked for a Motion to move into non-public. Mr. Heath made a Motion to move into a Non-public Session per RSA 91-A:3 II, seconded by Ms. Alessio.**

**Vote: All in Favor with a Roll Call Vote**

After resuming the public meeting, **Mr. Heath asked for a Motion to seal the Minutes of the previous Non-Public session until the situation is resolved. The Motion was seconded Ms. Mahoney.**

**Vote: All in Favor**

Erin 3.3 Orlando Field Trip 2021- Band Director, Matthew Bradd and Choral Director,

Smith-Davis presented the facts and benefits of taking students to Orlando, Florida for 4 day in February of 2021. The itinerary involves 2 performance opportunities; one playing for the public on Main Street in Disney and the other to learn a musical piece, being coached by a professional, making a recording of that piece and put it behind the film that it originated with. They are planning a year in advance to provide for fundraising activities and it this also allows for multiple payments that are a reasonable amount for families to work with. The approximate costs including airfare per person would be between \$1300 and \$1700. There would be close to 70 students taking the trip. Chair Broderick suggested looking into corporate sponsorship to help defray costs. Ms. Smith-Davis added that the Music Boosters are a 501 C-3 organization and will be helping in that effort. Ms. Alessio mentioned asking the airlines for special student accommodations.

**Ms. Mahoney made a Motion to approve the Orlando Field Trip request seconded by Ms. Alessio.**

Ms. Mahoney commented that when her son was at Sanborn, he was in the Band and Chorus group and she was fortunate to chaperone a couple of trips with Mr. Bradd; one was to NYC and the other to Boston. They were both great experiences as he is a wonderful leader and excellent with the kids.

**Vote: All in Favor**

3.4 Nominations-none

3.5 Resignations-Superintendent Ambrose presented with regret the resignation of Tamsyn Walker, (Middle School, 6th-7th English Teacher). **Chair Broderick Asked for a Motion to accept the resignation of Ms. Walker with regret. Motion moved by Ms. Alessio and seconded by Mr. Heath.**

**Vote: All in Favor**

3.6 Superintendent's Report- Mr. Ambrose reported that the budget has kept him extremely busy, so the report is short tonight.

#### 4. COMMITTEE REPORTS

4.1 Policy- Dr. Brown reported the Policy committee met on November 6 to prepare 1<sup>st</sup> Read policies you will see tonight. We met tonight, December 4, to review additional mandated (also called "priority") policies and those will be forwarded soon for 1<sup>st</sup> Read. The administration has asked we review policies in Section K which concern "School Community Relations" and we will begin that review shortly. Everyone is invited to attend our meetings. The next meeting is January 8, 2020 at 4:45 pm in Room 102 of the High School.

Also, Dr. Brown announced that she is the designated delegate to the NH School Board Association Assembly in January, so she will need the board's feedback on the proposed resolutions which will be forwarded to them to be discussed at the next meeting.

Ms. Alessio asked about the resolutions and whether they are the ones that NHSBA recently listed. Dr. Brown explained that they have continuing resolutions, new resolutions and a mission statement that can be amended. Superintendent Ambrose added that the process

involves the board reviewing and discussing the resolutions and recommending to Dr. Brown how she should vote.

#### 4.2 EISA- Ms. Mahoney said that the group met on November 21, 2019

In attendance: Chair Tammy Mahoney, Electra Alessio, Jamie Fitzpatrick, Superintendent Tom Ambrose, and Director of Academics, Professional Learning and Student Affairs, Patty Haynes.

Our community goals were finalized and adopted. We have three; 1), develop a plan to implement improved math instruction, 2) develop end of year benchmarks for each grade level (K-6 in Math), and 3), with the intent of implementing a new grade reporting system by fall 2021, explore a new grading reporting system and determine what and how much information is important. The target for completion of those goals is the end of the school year in June.

Dr. Haynes outlined the status of the grade reporting system we use. The current system, *Wazzle* is clunky and time consuming for teachers and too convoluted for ease of use for parents. The district is working with *Motivus* is and has had 12 to 15 teachers, K through 12 piloting their program, working in both grading systems in parallel. And that staff will be for a few teachers to do beta testing and provide direct feedback to *Motivus*, who will have developers respond with changes in real time and a group status discussion in early January. *Motivus* will also be working on a parent's view, which is a separate side of the software from the teacher's view. One possibility for gathering feedback for that is to offer opportunities for review at school events where they may set up Chromebooks and invite parents to review and give feedback.

We had some discussion on the AP Program and possible ways to increase rigor.

This was not an extensive discussion because Mr. Stack and Mr. Dawson were not able to attend the meeting so we didn't want to go too far. Dr. Haynes was asked to provide some long-term history to aid us in evaluating the program from a historical perspective. We will be discussing that at the next meeting which will be held on December 18th at 4:45 PM in Room 102 at the High School.

#### 4.3 Facilities-Mr. Baker reported that the committee met this afternoon and he will report on the meeting at the next School Board meeting on 12-18-19.

4.4 Finance-The Finance Committee met on Weds, November 21. The meeting began at 3:45 PM. All Committee members were present along with Business Administrator, Matt Angell and Director of Technology, Bob Ficker. We reviewed and approved the meeting minutes of Weds, September 18.

Thereafter, Matt Angel presented a request he received for High School Auditorium Equipment Upgrades. Bob Ficker explained to the Committee the upgrades that were necessary in order to interface with current, more modern equipment along with lighting, sound system and other improvements that are being requested. The total cost for the upgrades presented is \$142,600. Jim Baker asked for a breakdown of the equipment that is not working as desired, and to narrow the list down from necessary to like-to-have. Jamie Fitzpatrick asked for information about the auditorium rental rate. The committee approved expending up to \$17,000.00 to upgrade the video processing connections and control equipment to include HDMI cabling to the stage. Mr. Baker and Ms. Alessio voted for the expenditure and Mr. Fitzpatrick voted against it. The Committee asked for a written upgrade plan that would prioritize the additional requested upgrades, provide current, related cost estimates as well as a plan to market the rental and usage of the auditorium. The Committee also requested a review of the job responsibilities of the auditorium manager.

We also reviewed the status of District Technology Equipment. Jamie Fitzpatrick asked Bob Ficker how he plans the district's needs for laptops, chromebooks, iPads, etc. Bob explained that he uses the ship dates (our date of purchase, the date we get them) of the laptops to determine how old they are. Bob also explained with some equipment, we do not buy 'brand new technology', but rather purchase older refurbished technology (up to 6 or 7 years old). When the plan was initially put together, Bob put in to upgrade a certain amount of equipment every 5 years, but explained the plan was never funded. At the elementary and middle schools, Chromebooks have never been updated. Each year at the high school, freshmen receive new Chromebooks and they use them for 4 years. Bob replaces Chromebooks at the elementary and middle schools as they break.

Public Comments: None

The meeting was adjourned @5:50 PM

The next Finance Committee Meeting is scheduled for December 18<sup>th</sup> @ 3:45 PM.

Mr. Fitzpatrick asked that Mr. Baker's notes reflect that he voted against the 17,000 expenditure. (Adjustment to Minutes was made by Mr. Baker).

- 4.5 Public Relations-Ms. Mahoney reported that the next meeting is scheduled for Wednesday, December 11 at 4:30 PM in Room 102.
- 4.6 Personnel- Dr. Brown reported that the next meeting is December 11th at 5 pm in Room 102 of the High School. We will begin work reviewing and updating District Job Descriptions. Everyone is welcome!
- 4.7 SST-No report
- 4.8 Seminary-No report
- 4.9 Budget-Mr. Heath reported that the group will meet tomorrow evening (12-5) here in the library at 7 PM.
- 5.0 Wellness-No report

5. STUDENT COUNCIL REPRESENTATIVE REPORT- No report

6. 1st PUBLIC COMMENT-None

7. NEW BUSINESS

- 7.1 Approval of Public School Infrastructure/Blue Light Warning System Payment- Business Administrator, Matt Angell, reviewed the reimbursement request which he explained reimburses the school district for money it expended towards the lights which were in fact funded by a grant. Mr. Angell asked that the Board approve the reimbursement request with their signature. **Motion to approve the Grant reimbursement made by Ms. Alessio and seconded by Mr. Baker.**

**Vote: All in Favor**

- 7.2 Policies (1st read)- Dr. Brown explained that these policies tonight are for a 1st Read and she is looking for specific comments on them. Many of these are recommended policies and not required policies, so there is room for

modification. Dr. Brown reported on two documents approved by the State Board of Education; a code of conduct for professional educators and a code of ethics related to procedural guidelines. She asked that board members forward any comments to her. Discussion ensued on BCA Policy (# 6, #7 and # 13). Mr. Ambrose suggested that comments be sent and they be addressed at the next meeting on 12/18.

7.2.1 -Repeal current BCA: *Code of Ethics* and adopt NHSBA's BCA: *Board Member Ethics*.

7.2.2 -Adopt NHSBA's BCA-R: *Board Member Ethics, Acknowledgement of School Board Ethics Policy* (Swearing in form)

7.2.3 -Adopt NHSBA's BCB: *Board Member Conflict of Interest*

7.2.4 -Adopt NHSBA's GBD: *Board-Employee Communications*

7.2.5 -Repeal current GBE: *Expectations of Staff Members* and adopt NHSBA's GBE: *Employee Rights and Responsibilities*.

7.2.6 -Adopt NHSBA's GBEA: *Staff Ethics*.

7.2.7 -Adopt NHSBA's GBEAA (& JRB): *Confidential Student Information*

7.2.8 -Adopt NHSBA's GBEB: *Staff Conduct*

7.2.9 -Revise Current GBEBB: *Student-Staff Relations* (as shown)

7.3.0 -Adopt NHSBA's GBEEC: *Employee Gifts and Solicitations*

7.3.1-Adopt NHSBA's GBEBE: *Employment of Relatives or Persons with Romantic Personal Relationships*

7.3.2 -Adopt NHSBA's GBI: *Staff Political Activities*

7.3.3 - Adopt NHSBA's GCA: *Professional Staff Positions*

7.3.4 - Adopt NHSBA's GCID: *Professional Activities of Teachers*

7.3.5 - Adopt NHSBA's GCRD: *Tutoring for Pay*

7.3.6 -Adopt NHSBA's KH: *Public Solicitations in Schools*

7.3.7 - Adopt NHSBA's KHB: *Advertising in Schools*

8. OLD BUSINESS

- 8.1 Budget Deliberative/Adoption- Superintendent Ambrose relayed that they addressed the hundreds of questions related to the Operating Budget and will present that first and then the Default Budget. Mr. Angell presented the following slide related to the Operating Budget. Please [click here](#) to view slide. Discussion ensued on the line item adjustments that were made, based on feedback.

**Dr. Brown made a Motion to adopt the Superintendent's Proposed Operating Budget to the Board for 2020-21 in the amount of \$36,416, 371.88. Motion seconded by Ms. Alessio.**

**Mr. Baker made a Motion to move the Pre-school funds from Memorial School to Bakie School and leave \$1 in the Memorial account. Motion seconded by Ms. Alessio.**

Mr. Fitzpatrick asked for clarification on the \$1 left in the fund . Mr. Ambrose related that in case anything unforeseen happens, we have money on the line and never leaving a zero balance is best practice. Discussion ensued. Chair Broderick added that it is like an insurance policy that allows for an appropriation if necessary.

**Vote on 2nd Motion: All in Favor**

Mr. Fitzpatrick presented slides related to ways that he analyzed the budget looking at historical budgets compared to the Operating Budget for savings in the following areas:

Health Insurance Costs, Salaries, FICA, Supplies, Travel, Diesel gas, Data Communications, Information Access, Sick leave payout.

Mr. Fitzpatrick came to the conclusion there could be savings in the amount of \$350K, then he split that number in half for things he may not know and has a final savings amount of \$175K. Given his findings however, he will support the Proposed Operating Budget because of the trust he has placed in Superintendent Ambrose and Business Administrator, Matt Angell. He does feel



that the Board and Administration need to focus on the areas he presented to be fiscally responsible in the future.

**Chair Broderick asked to move the Motion to adopt the Superintendent's Proposed Operating Budget of \$36,416, 371. 88.**

**Vote: All in Favor**

Mr. Angel presented the Default Budget for 2020-21. Please [click here](#) to view slide. Mr. Ambrose commented that the Ice Hockey is in the Operating Budget could not be included in the Default Budget because of the way the Petition Warrant article is written. He has notified the Ice Hockey folks and they are creating another Petition Warrant Article. Without the Ice Hockey, the Default Budget for 2020-21 is \$36, 663, 424.00.

**Mr. Heath made a Motion to accept the Default Budget in the amount of \$36, 663, 424.00 for 2020-21.**

Mr. Angell asked that they sign it as well.

**Vote: All in Favor**

- 8.2 Architect of Record- Mr. Angell announced that of the 9 proposals presented, the Facilities Committee whittled it down to 3 architects and this evening they approved one architect for the next 2 years; Corzelius Matuszewski. Mr. Baker commented that it not only came down to costs but also to design work portfolio and references. Mr. Angell added that all the firms were excellent and it was very hard to make a choice. Mr. Fitzpatrick thanked all those that submitted proposals.

**Mr. Baker asked for a Motion to accept Corzelius Matuszewski as the Architect of Record. Motion seconded by Mr. Fitzpatrick.**

**Vote: All in Favor**

- 8.3 Seminary Negotiations- Superintendent Ambrose announced that the district is in discussions with developer Eric Chinburg and more information will be coming soon.

9. SECOND PUBLIC COMMENT

Cheryl Gannon (Kingston)-Thank you for the report on the Seminary. It is a beautiful building and this is good to hear. Regarding the hockey, just a reminder that at the Deliberative Session, I had suggested and offered a Motion that we do make it clear and to "Sanbornize" it. Those of us who go to meetings and have a history understand this but new people move in and may not understand it. She is glad to hear it will be resolved for next year. Happy Thanksgiving to all and thank you for the work on the budget.

Annie Collyer (Newton)-Also want to say thank you for your work on the budget and also to Mr. Fitzpatrick for his analysis. She relates to pushing back on the numbers and has had many conversations with Tom and Matt and agrees that that they are thorough and always willing to be open to the best possible results for the kids for the dollars that we are spending.

10. OTHER BUSINESS

10.1 Next Meeting Agenda  
NHSBA Resolutions  
Policies

10.2. Announcements

10.2.1 The next Sanborn Regional School Board meeting will be **held on Wednesday, December 18, 2019 from 6:00 pm 9:00 pm in the Library** at Sanborn Regional High School, 17 Danville Road in Kingston, NH. (If a Joint Meeting with the Budget Committee is needed, it will be announced).

11. NON-PUBLIC SESSION- RSA 91-A: 3 II

**Motion made by Mr. Heath to enter into Non-Public Session at 7:52 pm, seconded by Ms. Alessio. A Roll Call vote was held of all members present.**

**Vote: All in Favor with a Roll Call Vote**

12. ADJOURNMENT- Meeting adjourned 7:52 PM

Minutes Respectively Submitted by:

Phyllis Kennedy  
School Board Secretary

**Continuing Public Minutes-Next Pag**

**Sanborn Regional School Board Public Session  
Continuing Public Minutes  
December 4, 2019  
Kingston, NH**

**Motion by Mr. Heath to exit the Non-Public session at 8:39 PM, seconded by Ms. Alessio.**

**Vote-All in Favor with a Roll Call Vote.**

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

**Vote: All in Favor with a Roll Call vote**

Meeting Adjourned at 8:39 PM