

**SANBORN REGIONAL SCHOOL BOARD  
MEETING MINUTES**

**August 15, 2018**

**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 regular meeting of the Sanborn Regional School Board was held on Wednesday, August 15, 2018. The meeting was called to order at 6:04 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  
Taryn Lytle  
Tammy Mahoney  
Corey Masson

Adam O'Rourke -Student Council Representative

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent  
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:04 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 6-27-18. Motion made by Dr. Brown and seconded by Mr. Heath**  
No discussion. **Vote: All in Favor.**
  
3. **COMMUNICATIONS**
  - 3.1 **Manifests-** Payroll Check Register #3 in the amount of \$229,170.76 dated 8-9-18. Manifests Expenditures #3 in the amount of \$708,652.93 dated 8-10-18. Both Manifests were signed /approved by Board and Administration.
  
  - 3.2 **Resignations-** Superintendent Ambrose read the list of staff resignations as follows: **High School-**Samantha Radcliffe (Art teacher), **Middle School-**Deborah Galante (Special Ed teacher), and Suzanne Quigley (6<sup>th</sup> Grade teacher). **Memorial School-**Shannon Cole (Preschool teacher), and

Melissa Gallagher (Special Education Case Manager).

**Chair Broderick asked for a Motion to Approve the Resignations, moved by Mr. Heath and seconded by Mr. Masson.** No discussion.

**Vote: All in Favor**

- 3.3 Nominations- Superintendent Ambrose read the Staff Nominations at the High School as follows: Kevin Beaudoin-Special Education Case Manager (Actual Salary is \$60,384). This position combined two Paraprofessionals into one Special Education/Case Manager, Abigail Presby- English teacher (Actual Salary is \$36,902 with Budgeted Salary at \$54,017).  
Memorial School: Felicia Formisano-Special Education Case Manager (Actual Salary is \$36, 902 with Budgeted Salary at \$46, 272).

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

**Vote: All in Favor**

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

He is excited to begin his second year in the Sanborn Regional School District and is looking forward to this year as we continue to deepen our commitment to meet the needs of each student. The direction has become clearer since the conclusion of the Entry Plan process, which focused on what is working, what we need to improve and what steps we need to take to make our great district even better.

This summer many K-8 teachers attended training at Columbia University to learn best practices in Workshop Instruction and this year, we are recommitting to the use of Writing Workshop in grades K-8 but the practices of great Workshop Instruction will apply to any grade level. In addition to Workshop Instruction, we will be providing additional training and support in the best practices for Professional Learning Communities.

Our hiring process has been ongoing and he has enjoyed meeting our new staff. We have retained all of our administrative staff and our administrators continue to be committed to supporting our staff and students by working collaboratively to achieve our goals.

The *Administrative Retreat* took place this week and we worked hard to plan the year for the students and staff. Important dates to note: Monday, August 21st from 8-3 is the *New Teacher Orientation* in the library. On Wednesday, August 22nd, the *Competency Based Mini Boot Camp* takes place for new teachers

in the library from 8-3. Thursday, August 23<sup>rd</sup> is the first day back for staff and on August 24<sup>th</sup>, all staff will report to their buildings.

The *Superintendent's Safety Advisory Council* met on 8/7 and we are moving forward with plans to improve our responses to potential threats or incidents in the schools and will have some information for staff on the launch day on the 23<sup>rd</sup>. We will be following up with some training in September and early October and running some drills shortly thereafter. Superintendent Ambrose extended a thank you to Memorial School's Principal, Dr. Haynes and to Robert Dawson, Assistant Principal at the High School for taking the lead on some of that work and have done a great job.

He and Business Administrator, Michele Croteau have been working hard to find efficiencies in the budget and met recently with the bus company. After reviewing the bus routes, they were able to save \$36K by eliminating one route which only changed 2 or 3 bus stops by a little bit. At the Memorial School, they received a proposal for \$250K to rectify the safety concerns there and after meeting with the Director of Facilities, Steve Riley and others to take a look at the job, they were able to reduce the costs of moving the front office closer to the entrance so that it will cost \$50K instead, a savings of \$200K.

Superintendent Ambrose closed by saying that we have a wonderful staff and wonderful schools and to see the administrative team working so collaboratively at the retreat this week, gives him great optimism for the year ahead.

#### 4.0 **COMMITTEE REPORTS**

- 4.1 Policy – Dr. Brown reported that the group met tonight and discussed policies noted under agenda # 8.4 and # 8.5 which will be tabled due to more discussion needed. She has finished reviewing the notes from the New Hampshire School Board Association (NHSBA) related to the policies through letters E, F and K. There are 150 policies to modify and she hopes to address 8-9 of them per school board meeting during the year. The next meeting is Wednesday 8/22 at 5:30 PM.
  
- 4.2 EISA- Ms. Mahoney reported that the Excellence in Student Achievement (EISA) committee will meet prior to the policy meeting on 8/22 at 4:30 PM.
  
- 4.3 Finance- Mr. Baker reported that the group met tonight and they discussed the end-of-year audit which is currently ongoing for which results will be available in late August or early September. They also reviewed line item transfers

(accounting adjustments that keep budget balances intact) such as the Swasey Gym roof replacement for \$158K, Special Education's unanticipated costs and demolition work at the old high school campus. After review, a Motion was made to approve those transfers resulting in a unanimous vote. Additionally, they reviewed a proposal for hazardous waste removal with the best bid being from Tayla Nixon, a division of NH Demolition which is the company we awarded the demolition contract to. Another proposal for hazardous waste removal was reviewed related to the Industrial Arts building for 120K but with no pending need to do that right now, they will proceed with Option 2, the waste removal from the total wood building, including wood garage building for 15K. They also reviewed the Memorial School plans that Superintendent Ambrose reported on previously and will revisit this again.

- 4.4 Facilities- No Report but some included in Finance Report,
  - 4.5 Public Relations- Ms. Lytle reported that the group met on July 9<sup>th</sup> to discuss goals for the year as they want to continue to maintain a positive presence in the community and throughout the schools. They are also ready to proceed with a board evaluation tool to be released to the public so that they can continue to grow and improve, which will be brought forward at the next meeting for approval. The next meeting is 9/26 at 4:30. The public is welcome to attend.
  - 4.6. Personnel- Ms. Lytle reported that the group met on July 9<sup>th</sup> and the primary focus was on updating the superintendent evaluation process. They reviewed the current evaluation form, the NHSBA form, forms from other districts, ours and other superintendents' job descriptions. From this, they were able to revise our form and will bring it forward at the next meeting on 9/26 at 5PM. The public is welcome to attend.
- Dr. Brown asked that Ms. Lytle forward both evaluation forms to her.
- 4.7 SST-No Report.
  - 4.8 Seminary Discussion-Dr. Brown reported that the group has moved from the information gathering phase to the negotiation phase and are making good progress. The next meeting is August 21<sup>st</sup> at 8:30 AM.
  - 4.9 Budget Committee-No report as Mr. Heath reported that they have not met.

Chair Broderick added that regarding any teacher/support staff contract negotiations, those meetings are ongoing and confidential so there is nothing to report.

## 5.0 **STUDENT COUNCIL REPRESENTATIVE REPORT**

Mr. O'Rourke reported that the Student Council will meet on Tuesday, 8/21 with preparations for the school year and Homecoming in focus so they are excited and will hit the ground running.

## 6.0 **NEW ENGLAND SCHOOL DEVELOPMENT (NESDEC) PRESENTATION**

Chair Broderick introduced the presenters from NESDEC, John Kennedy and Karen LeDuc. Mr. Kennedy remarked that they have enjoyed working on the project and complimented the District for engaging in this advanced planning project, which he said is a very important first step. He thanked the administration, town government officials and all of the other contacts they made, saying how enthusiastic and helpful everyone was throughout the project. He gave a history of NESDEC, a non-profit operation that has been in business for over 65 years helping school districts solve problems.

To view presentation, [please click here.](#)

The School Board had the following questions for NESDEC presenters: Answers provided by John Kennedy.

Jim Baker-For schools that have acted on your options, what reactions have they experienced from the public? (Answer/John Kennedy)- Change is never appreciated initially if it involves more travel time or other issues like grades moving to other schools. However, they have seen numerous circumstances that work out very well if the planning is effective.

Corey Masson- What have the 3 town's economic development councils/committees been saying about all of this? (Answer/John Kennedy)- We have not had those discussions. We do not extend options to anyone but the School Board first.

Are there financials tied to any of these options right now? Am curious to know what it would cost to go from satisfactory to adequate in the options. (Answer-We do not have those financials).

Where is Fremont in any of these options? (Answer)-In terms of realignment, Fremont is not in the picture thus far. In other words, we considered only the students who are currently enrolled in the District; therefore the high school reflects those numbers.

Do we have the metrics and economics behind your studies to plug in Fremont (without added cost) into these options? (Answer)-we would have to refer back to the SAU and the Board as to how Fremont would be approached with that.

Is NESDEC working at all with the consolidation that has been going on in Vermont? (Answer) No, we have not done a project like this in Vermont.

Was there a cultural discussion about the impacts of staffing related to these options? (Answer)-Until the details are worked out for changes, it would not be possible to anticipate how that would impact staffing and those assessments would be done through the SAU Central Office.

## 7.0 PUBLIC COMMENT

Jim Doggett (Newton)- When you were given information about the District, were you given the Articles of Agreement that created the District? Because Option 2 (that closes Memorial School) would not be acceptable under our Articles; they require that an elementary school must be maintained in each of the towns. (Answer)- Information on that was not included and a ruling like that would make Option 2 not viable, however that Option 2 is also one that requires a lot of additional transport and may not be viable anyway. Certainly the SAU would take that under advisement.

Cheryl Gannon (Kingston) – Thanked the presenters for this comprehensive report. Are you proposing that this would begin in the 2019-20 school year? (Answer)-Realistically, some of the options with approvals and planning are minimally a 2 year process. With additions, some can take 4-5 years. In some instances, there was not adequate capacity until a few years out, and then there would still not be the recommended 10% capacity cushion which we strongly advise be maintained. (Ms. Gannon)- So, if the start was pushed out, some of those 10% buffers might be achieved if we go according to the projecting enrollments, which are going down? (Answer)-Yes.

Sandy Rogers-Osterloh (Kingston) - In the Superintendent's report I was missing the current enrollments in each of the schools now, what are they? (Answer-from Chair Broderick) we use October 1<sup>st</sup> numbers which we send to the State. (Ms. Osterloh)-but what are active numbers? (Answers-from Chair)- We unfortunately cannot respond to public comment as there is a process which we follow. (He explained the process). Superintendent Ambrose asked that she contact him and he will respond to her request.

Tammy Gluck (Newton)-Thanked presenters for report and was glad to hear Mr. Ambrose's report on the Safety Advisory Council as yesterday was the 6 month anniversary of the Marjorie Stoneman Douglas School shooting in Florida. As we look at this report going forward, she hopes we keep the safety of our children in focus. She

referenced the doors at Memorial not locking from the inside. (Answer.-Mr. Kennedy) – As part of procedure, NESDEC will be providing to the Superintendent a confidential memo which will note anything that is of a security nature as we never make a public comment about anything tied to safety or security.

Mary Cyr (Kingston)-Thanked the Board, Mr. Ambrose and Michele Croteau for commandeering the effort, which was very thorough and long overdue. She looks forward to further developments.

Corey Masson-What is an adequate next step? (Answer)-Work with whoever is reviewing report from administrative team and pass along to educators the progress via a subcommittee and then move forward with potential options.

Mr. Ambrose- Commented that this is the first pebble in the process, so there will be many board meetings and conversations for the public to weigh in and for everyone to have a voice in this process. This process will do one of two things; bring the communities together or it will divide us. The attitude with which we approach this process will define which one of those two things occurs. He hopes all will attend future meetings so we can come together and figure out what is best for our kids and the district. Also, we listen to public comment but the item has to be on the agenda in order to address it.

Liz Beebe (Kingston)-Appreciated the comprehensive information provided but is a bit confused about the option of closing the Middle School as she remembers the double sessions prior to moving into the building (her class was the first to graduate from that school) and didn't hear anything about bringing the standards of the school up to the 21<sup>st</sup> century. Also the 10% cushion should be in place at all the schools so we don't have the crowding that we have today.

Ellie Alessio (Kingston)-As a former school board member, she feels what was presented tonight is a tremendous opportunity for our district. There are many parts to this that people may or may not like but we have to think outside the box. She suggests that the Administration and School Board break down the aspects of this proposal into bite-size pieces so they can be discussed at subsequent meetings and forums and provide the information to the greater community at large. Working through this to reach a consensus will be necessary for our future. What was good in the past, (regarding our school facilities) may not be good for today. The Board and Administrative team have a lot on their plate and will need breathing room to pull the numbers together. Economics play a big part in how decisions are made and we may not have a choice given the decline in enrollment, which can have a big impact on our taxes, our lives and of course, most important of all, the educational community.

Mark Furlong (Kingston)-As a former school board member, he is looking forward to seeing the detail of the report. While on the Board, he was on a Long Range Planning

Subcommittee (didn't hear a committee by that name tonight) and believes that next to hiring the Superintendent and to setting the budget, this is one of the most important roles for the Board. Regarding enrollment projections, they had a model in the late 90's that was updated every year with the October 1<sup>st</sup> enrollments and this model was used in planning for the High School when it was built. He recommends we research where that tool went as it was an important part of staffing and all pieces of planning.

Tammy Gluck (Newton) - In the option for combining the Middle School and High School, one of the challenges was the capacity of the cafeteria. How will that work and will there be problems such as lunch times at 9:30 in the AM?

(Answer from NESDEC)- Specifically, no. There are many schools in New England with these combinations and it can work but it is not an easy process to bring it about. It would need extensive review and analysis. When done properly it can be a very positive experience for the students.

Jon LeBlanc (Kingston)-Have you gone back to other schools over the years that you have done projections on to see how original projections matched 10 years out?

(Answer from NESDEC)- What we can say is our projections typically are very much on target and with 250 member schools, of which 210 receive enrollment projections from us; this is an indicator of how very effective we are. There can be errors though which is why we recommend keeping the 10% capacity cushion in place at schools. We can't project what will happen with the economy, unanticipated changes related to construction or other factors.

Jim Baker (School Board)-Once consensus aligns with certain options and if consolidation is favored, can you share information on other schools' success with that?

(Answer from NESDEC)-Yes

## 8.0 **NEW BUSINESS**

- 8.1 General Assurances Affirmation- Ms. Croteau reviewed the signed document sent by the NH Department of Education which annually affirms compliance with them. She is requesting a Motion to approve it.

**Motion to approve the 2018-19 General Assurances by Ms. Lytle and seconded by Mr. Heath.** No discussion.

**Vote: All in Favor**

- 8.2 Student Assistance Contract Approval – Ms. Croteau explained that our previous contract expired June 30<sup>th</sup>, 2018 so this replaces that contract. It has gone through legal review, insurance review and the lesser amount was approved during budget season. She is requesting a Motion to accept this contract with the State.



**Motion to approve the Student Services Contract by Ms. Lytle and seconded by Mr. Heath.** No discussion.

**Vote: All in Favor**

- 8.3 Seminary Campus Abatement-Ms. Croteau explained that this is Part 1 of the demolition project approving before demolition, the abatement of the white structure on seminary property. She is asking for approval to move forward with Option 2, abatement of the full white structure for 15K.

**Motion to approve Option 2 by Ms. Lytle and seconded by Mr. Heath.**

No discussion.

**Vote: All in Favor**

- 8.4 Policy BE, BEA, BEB-School School Board Meetings-Tabled

- 8.5 Policy JCA, JCB, JCC and JCC-R –Tabled

- 8.6 Second School Board Comment-

Cheryl Gannon (Kingston)-I see a new face at the table?  
(Chair Broderick –Yes, the attorney for Non-Public portion of meeting is here)

## 9.0 **OTHER BUSINESS**

- 9.1 Next Meeting Agenda

- ◆ Policies (previously tabled this evening)
- ◆ Board Goals
- ◆ Superintendent Evaluation (form and timeline)
- ◆ Board Evaluation

- 9.2 Announcements

9.2.1 The next Sanborn Regional School Board meeting will be held on **Wednesday, September 5, 2018** from 6-9 PM in the Library at Sanborn Regional High School.

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

**Motion made by Mr. Heath to go into Non-Public Session per RSA 91-A: 3 II (c) (e), seconded by Ms. Lytle.**

**A Roll Call vote was held. Vote: All in Favor**

11. **ADJOURNMENT-** Meeting adjourned 8:35 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 MEETING MINUTES- CONTINUED  
August 15, 2018**

Sanborn Regional High School  
Kingston, NH

10:38 PM

In attendance: Peter Broderick, James Baker Pamela Brown, Larry Heath, Taryn Lytle, Tammy Mahoney, Corey Masson.

Others in Attendance: Thomas J. Ambrose, Superintendent, Michele Croteau, BA

**Motion by Mr. Heath to seal the Non-Public Minutes indefinitely, seconded by Mr. Masson.**

**Roll Call Vote: All in Favor**

**10:39 PM-Motion by Mr. Heath to enter Non-Public Session per RSA 91-A: 3 II (c) (e), seconded by Mr. Masson.**

**Roll Call Vote: All in Favor**

Meeting adjourned at 10:44 PM