

**SANBORN REGIONAL SCHOOL BOARD
SANBORN REGIONAL BUDGET COMMITTEE**

JOINT MEETING MINUTES

11-3-21

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A meeting of the Sanborn Regional School Board was held on Wednesday, November 3, 2021 in the Library at Sanborn Regional High School.

SRSD SCHOOL BOARD MEMBERS:

Dawn Dutton, Chair
Jim Baker, Vice Chair
Moir Bashaw
Peter Broderick
Jamie Fitzpatrick
Heather Ingham
Tammy Mahoney

SRSD BUDGET COMMITTEE MEMBERS

James McCarthy, Chair
Vanessa Matias, Vice Chair- (via remote)
Annie Collyer
Mary Cyr
Rick Edelman
Cheryl Gannon
Christine Kuzmitski -(Excused)

STUDENT COUNCIL REPRESENTATIVE:

Jocelyne Lampron

ADMINISTRATORS:

Thomas Ambrose, SRSD Superintendent
Matthew Angell, SRSD Business Administrator

1. CALL TO ORDER- School Board Chair, Dawn Dutton- Meeting called to order at 6:05 PM

CALL TO ORDER -Budget Committee Chair, Jim McCarthy- Meeting called to order at 6:05 PM

2. PLEDGE OF ALLEGIANCE- The Pledge of Allegiance was held by all.
3. ROLL CALL ATTENDANCE-Chair Dutton called attendance and all School Board members are present.

Chair McCarthy called attendance and noted that Ms. Kuzmitski is excused for a prior engagement and recognized Ms. Matias as being remote. Ms. Matias identified her remote location as being at home and alone in the room.

4. ACTION ON MINUTES- Budget Committee Minutes of 10-28-21.

Chair McCarthy asked for a Motion to postpone approval of the 10-28-21 Minutes until members have had time to review them, seconded by Ms. Collyer.

Roll Call Vote: All in Favor

5. ACTION ON MINUTES- School Board Minutes of [10-20-21](#)

Chair Dutton asked for a Motion to approve the Minutes of 10-20-21, moved by Mr. Baker and seconded by Ms. Ingham.

Mr. Baker asked that the Facilities Report be amended to read 11-3-21 as the next Facilities meeting date.

Ms. Bashaw made a Motion to amend Minutes as requested by Mr. Baker, seconded by Mr. Baker.

Vote: All in Favor.

6. COMMUNICATIONS

6.1 Distribution of Manifest Documents- Chair Dutton distributed Manifests for signature to Board Members and Administrators.

6.2 Resignations-None

6.3 Nominations- Superintendent Ambrose recommended the following:

School	Position	Actual Salary 2021-2022	Budgeted Salary 2021-2022
<u>Bakie School</u>			
Emily McGowen	SPED Education Coordinator		\$44,070
<u>High School</u>			
Elisabeth Brown	School Nurse	\$55,628	\$50,573
Desirae Gallagher	SPED Student Counselor	\$36,704	\$55,247
M. Zachary Parker	Student Assistance Counselor	\$48,271	\$57,042

Chair Dutton asked for a Motion to approve the Nominations, moved by Ms. Mahoney and seconded by Ms. Ingham.

No discussion

Vote: All in Favor

6.4 Superintendent's Report- Budget Presentation will be in place of this report.

7. COMMITTEE REPORTS

7.1 Policy- Ms. Ingham said the committee met tonight, report will be at the next meeting.

7.2 EISA- Ms. Mahoney reported the following:

The Excellence in Student Achievement Committee met on October 20, 2021. In attendance: myself, Mr. Fitzpatrick, Ms. Dutton, Mr. Ambrose, Dr. Haynes, Ms. Desrochers, Ms. Leavitt, Ms. Donnell, Mr. Stack, Mr. Krzyzanowski, Mr. Malila, Mr. McCluskey and Dr. Kennett.

Dr. Haynes provided an update to the implementation of the new K-6 Envision Math Curriculum which includes significant efforts to fill gaps from the previous curriculum. The search for a new 7-12 math curriculum is underway with a January target to begin piloting. Dr. Haynes reported that the NEASC district-wide accreditation work is progressing and a steering committee will begin meeting.

Mr. Ambrose reported that the Strategic Plan is also progressing and a draft will be circulated for feedback from staff, community, and Board Members. He stressed that there will be ample opportunity for input before the final version is presented.

Dr. Haynes presented about the Administration's efforts to translate the current competency grades with respect to the Board's goal to move to a numeric grading system that translates to a letter grade in Alma and on report cards, which was one of Board goals that we adopted. Alma has functionality to support this and Dr. Haynes presented a report card template, which summarizes subject grades on an A- F letter grade scale and also provides the competency grades for each subject.

Ms. Dutton believes that providing students with a better understanding of their grades will give them a clearer pathway and motivation to improve.

Mr. Fitzpatrick stressed the importance of being able to quantify the final grade and believes it should promote better engagement with parents.

The high school administration reported on changes under consideration for next year to the schedule and program of studies with the transition to a six period day to expand class time for core classes like math and ELA, that is English Language Arts. They are reviewing options and feedback and we will have more to report at a future meeting.

I asked how band and choir will be scheduled. Mr. Stack stressed his commitment to those programs and he is reviewing scheduling options. Those are near and dear to many of us I am sure.

Our next meeting is two weeks from today on November 18, 2021 at 4:30 PM.

7.3 Facilities-Mr. Baker said the committee has not met since my last report.

7.4 Finance- Mr. Fitzpatrick reported the following:

Minutes to October 20, 2021 Finance Committee Meeting

Attendees: J. Baker / M. Bashaw / J. Fitzpatrick / M. Angell / T. Ambrose

Minutes from 9/15/21. J. Baker Motioned for acceptance and M. Bashaw seconded. Roll call vote unanimously approved

Business Administrator Comments:

Seeing increases in operating costs.

- Energy costs are expected to continue to rise; M. Angell is looking at including a 5% increase in energy costs for the FY23 Budget.
- M. Angell expects that he will also see an increase in Health insurance costs in the coming year

Operating cash balance is at approx. \$7.2M as of Sept 30, 2021

- As this is more cash than is needed on hand, we are adjusting timing of request for monies from the towns.

Budget Adjustments:

Heating Oil Budget adjustment of \$38,168.75.

This will be transferred from the Health Insurance account.

Motion to approve by M. Bashaw, second by J. Fitzpatrick – Unanimously

Approved by Finance Committee

M. Angell will be presenting in November, a transfer of funds to cover additional costs for electricity and utility at seminary (was originally planned for September).

The board had provided an extension to December 31, for an agreement of another \$5,000 from the developer

M. Angell to provide request for next meeting

Grants

M. Angell informed of the USDA Grant for \$18,005.86 will be presented at board on October 20, 2021

Elevator Access control

Has one quote for just over \$4,000 for card access to the elevator. M. Angell waiting quote from Otis.

M. Angell to bring to Committee for next meeting.

District Resource Sheet

Includes all software / subscriptions and amount paid to date to each vendor.

J. Baker asked about data on utilization that has been requested previously. M. Angell informed that they are still working on this.

ACH Payment plan

M. Angell would like to convert vendor payments to ACH processing.

J. Fitzpatrick requested that the admin prepare a training document to be signed by all accounting personnel, to ensure that no banking changes are made without a double verification that the vendor is aware of and has confirmed change and changes only initialized through proper paper form being submitted. Need to protect against potential fraud as occurred in Peterborough.

M. Angell to prepare a written procedure and training document for review prior to implementing change

Vendor Manifest questions submitted by members were reviewed by M. Angell

Shed at Memorial needs to be reviewed for viability as storage as rugs stored there were ruined.

M. Angell to review and bring to the facilities committee.

Trust funds

Discussion on the comparison of investment for yield vs principal preservation

It was the sense of the Finance Committee that the top priority should be principal preservation

M. Angell to put together report for next School Board meeting for review

Uncompleted items will be covered in a later, off schedule meeting.

- Trust balances
- Budget Reports – Revenues / Expenses (not available due to some system set up issues that M. Angell is working to correct)
- Open items list
 - Covid spending update
 - Book purchases and open PO's

7.5 Public Relations- Ms. Mahoney said the group met today and she will report out at the next meeting.

7.6 Personnel- Chair Dutton said the group has not met since she gave a brief overview Last week.

7.7 SST- No report

7.8 Seminary Discussions- Mr. Ambrose said Mr. Chinburg has created some drawings and he is going to meet with the Historic Commission to review them. He will move very quickly toward closing toward the end of December. Mr. Chinburg wanted to thank everyone for their patience as he had some issues with the architect being backed up and getting the drawing ready.

7.9 Budget-Ms. Bashaw said the group met on 10-28 and discussed follow-up answers to questions from the previous meeting that Matt Angell prepared. The new RSA defining the Member-at-large who can now vote if a seat becomes vacant was discussed. The group is looking for a Recording Secretary.

8. STUDENT COUNCIL REPRESENTATIVE REPORT – Ms. Lampron reported that last Friday the juniors had a Halloween dance. There was hot dogs, hamburgers, a DJ and a Spike Ball Tournament. Before that, they held a bonfire and Welding made two large fire pits from an old Pressure Tank that Dan Doyle donated. During football, Katie Meuse scored a touchdown at the senior game and it was posted on WMUR. Our Life Skills Program has a new Greenhouse that is up and running and the students are learning to manage it and grow crops. Last Sunday, we had Trick or Treat Canning where we went to all three towns and asked for canned goods instead of candy. We received a good amount, which we donated to the food pantries. November 19th is a statewide Student Council at Pinkerton. We have most of our Student Council going (there is a limit on the number of people due to COVID) but most are going. November 12th is *Kindness Matters* so we are going to have it be a jeans day for all teachers to raise a good amount of money for the TV program that gives

scholarships to seniors. Sports awards was last night (the end of the fall season) and it went smoothly and meant a lot to be back in the building and have sports awards like normal. Drama has a play coming up in few weeks. They are doing *Clue*. Last Thursday, the Math team had their first match and placed 3rd as a team.

9. 1ST PUBLIC COMMENT- None

10. NEW BUSINESS

10.1 Superintendent's Proposed 2022-2023 Budget Presentation- Mr. Ambose presented the budget. To view slides, [please click here](#).

Questions submitted will be answered at the 11-18-21 Joint meeting with the Budget Committee. Budget Committee members agreed to submit questions by 11-8-21.

Discussion ensued on sharing of questions/answers at the meeting vs before.

Chair McCarthy asked for a Motion to adjourn the Budget Committee meeting, moved by Ms. Collyer and seconded by Ms. Cyr.

Roll Call Vote: All in Favor

10.2 Academic Intervention- Superintendent Ambrose gave an update on the number of SRSD Interventionists: 2 at Bakie (one each for math and reading), 1 at Memorial for math and reading remediation, 1 at the Middle School for math and reading. However, there are 10 paraprofessional positions open and not filled: 4 at Bakie, 3 Memorial and 3 at the Middle School. Superintendent Ambrose is recommending to the Board that we combine paraprofessional positions to hire teachers due to the significant COVID learning loss. Some money to pay for positions would come from ESSER grant funds and those positions would not be permanent and go away when the money does but would get us the help we need now.

Mr. Broderick made a Motion to approve proceeding with hiring teachers using budgeted funds and some grant money at Memorial and the Middle School, seconded by Ms. Mahoney.

Discussion ensued.

Vote: All in Favor

Superintendent Ambrose added that more plans for use of the ESSER funds will be forthcoming.

11. OLD BUSINESS

11.1 Policies for 2nd Read- Superintendent Ambrose recommended moving these all together. Chair Dutton asked for a Motion.

11.1.1- Policy [DAF](#)-Administration of Federal Grants

11.1.2- Policy [BBB](#)-School Board Elections

11.1.3- Policy [BBBC](#)- Board Member Resignations

11.1.4- Policy [BEC](#)-Non-Public Sessions

11.1.5- Policy [BEDG](#)-Minutes

11.1.6- Policy [EEAEA](#)-Mandatory Drug and Alcohol Testing

11.1.7- Policy [GBCD](#)-Background Investigation & Criminal Backgrounds Check

11.1.8- Policy [IHCD-LEB](#)-Advanced Course work/Advanced Placement

11.1.9 Policy [IMBC](#)-Alternative Credit Options

Mr. Baker made a Motion to approve the policies all together, seconded by Ms. Ingham.

Discussion ensued on Policy DAF relative to bids.

Mr. Baker amended the Motion approve all policies except Policy DAF, which needs more work per discussion, seconded by Ms. Ingham.

Vote: All in Favor

11.2 NEWTON RESOURCE OFFICER- Superintendent Ambrose reported that the Newton Resource Officer Position was approved at the Newton Selectmen's meeting and we have an agreement with Newton to utilize funds that have been made available to us by renting the old Middle School to the Seacoast Learning Collaborative (SLC). With the position at 100%, the town of Newton will pay 20%, the SLC pays 40% and we pay 40% because what we really needed was a school year position so that is what we negotiated.

Superintendent Ambrose asked for a Motion to approve the Newton Resource Officer position, moved by Ms. Mahoney and seconded by Ms. Bashaw.

Vote: All in favor

12. 2ND PUBLIC COMMENT

Cheryl Gannon (Kingston)-Regarding using the funds for Interventionists, last week at the Budget Committee, we talked with Mr. Angell about the concern for making sure we are not using money from federal grants to supplant money that was for positions in our own budget. I just want to make sure this plan is passing muster and we don't kind of get caught using the funds improperly.

Annie Collyer (Newton)-I attended the Board of Selectmen's meeting last night because I am involved in the Master Plan and I listened to their proposed budget, which it sounds like is going to go up by 10% so the Board need to be aware of that in your planning for this Resource Officer. Obviously, the numbers are not final but that 20% might not be available. Also, as the Board is looking at the ESSER money, I hope that you will because of the social-emotional needs of the kids and their families due to COVID. I think the 30% depression rate is probably a lot higher and it is something I raised at the Selectmen's meeting in Newton as a concern of how we use ESSER money community-wide. Because the needs are so intense right now, without creating a permanent, ongoing, forever position that for the next couple of years, we really look at possibly adding ESSER money to the SAC type of resource for families in the community.

13. OTHER BUSINESS

13.1 Next Meeting Agenda

13.2 Announcements

13.2.1 The next Sanborn Regional School Board Meeting will be a **Joint Meeting with the Budget Committee held on Thursday, November 18, 2021 at 7PM** in the Library at Sanborn Regional High School, 17 Danville Road, Kingston.

14. NON-PUBLIC SESSION - RSA 91-A: 3 II (c) (k) - **Mr. Broderick made a Motion to enter a Non-public session per RSA 91-A: 3II (c) (k), seconded by Ms. Mahoney.**

Roll Call Vote: All in Favor

15. ADJOURNMENT-Chair Dutton adjourned the meeting at 7:16 PM.

CONTINUING PUBLIC MINUTES -NEXT PAGE

Minutes respectfully submitted by:

Phyllis Kennedy
School Board Secretary

Sanborn Regional School Board
Continuing Public Minutes
11-3-21

In attendance: Chair Dutton, Vice Chair Baker, Ms. Bashaw, Mr. Broderick, Mr. Fitzpatrick, Ms. Ingham, Ms. Mahoney. Superintendent Ambrose, Business Administrator Angell.

Mr. Broderick made a Motion to exit the Non-Public meeting at 8:03 PM per RSA - RSA 91-A: 3 II, (c) (k) seconded by Ms. Ingham.

Roll Call Vote: All in Favor

Mr. Broderick made a Motion to seal the Non-Public Minutes in perpetuity, seconded by Ms. Ingham.

Roll Call Vote: All in Favor

Meeting adjourned at 8:03 PM

Recorder: Matthew Angell