

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

December 6, 2017

(The 12/6/17 School Board Video can be viewed at www.sau17.org under School Board)

A regular meeting of the Sanborn Regional School Board was held on Wednesday, December 6, 2017. The meeting was called to order at 6:06 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
- James Baker
- Larry Heath
- Taryn Lytle
- Tammy Mahoney
- Corey Masson (Via Remote Connection)

ADMINISTRATORS:

- Thomas Ambrose, Superintendent
- Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:06 PM by Chair Broderick with the Pledge of Allegiance led by six students from Bakie Elementary School.
2. **ACTION ON MINUTES** –Chair Broderick asked for a Motion to approve the Public Minutes of 11-15-17 and 11/30/17. Motion made by Mr. Baker and seconded by Mr. Masson. No discussion. **Vote: All in Favor**

Action on Non-Public Minutes of 11-15-17- Mr. Broderick informed the group that these Minutes will be tabled until 12/20 due to legal questions regarding formatting that the NHSBA attorney is answering.

3. **COMMUNICATIONS**

- 3.1 **Manifests-** Expenditures Check register #14 in the amount of \$1,349,268.43 dated 12-6-17 and the Payroll Check Register #11 in the amount of \$790,024.78 dated 11-30-17. Manifests signed/approved by Board and Administration.
- 3.2 **Resignations-** None
- 3.3 **Nominations-** None

3.4 Selectmen's Request- Mr. Broderick informed the Board that the Chair of the Newton Selectmen had written a letter requesting a joint meeting with the Board on Monday, January 8th at 6:30 p.m. to discuss their respective budgets and warrant articles. Mr. Broderick added that he had asked them about attending a board meeting in January but they preferred meeting outside of the board setting.

Ms. Lytle was confused as to why they could not come to a board meeting and did not think a special meeting was warranted, especially with all the meetings being public. She added that we all have too many meetings already and what if Kingston would want a meeting too?

Ms. Mahoney asked that the letter be read and Mr. Broderick complied.

Mr. Baker feels that it might be helpful to get together in a spirit of cooperation.

Mr. Broderick feels that all the meetings are public and all is available to them at any time.

Ms. Mahoney commented that the sharing of information is a good idea and if there is no reason not to, then we should go ahead with the meeting.

Mr. Masson commented that this is a thoughtful discussion to have with them to determine what they are looking to do, especially regarding anything with a large tax impact. He added that as fiduciary agents of the community, we have a responsibility to understand their goals and he is supportive of moving forward. He hopes it can piggyback on an already scheduled board meeting date.

Further discussion ensued and Mr. Broderick asked for a Motion. Mr. Baker made a Motion to meet with the Newton Selectmen, per their request, at a date and time that is convenient for everyone, seconded by Ms. Mahoney.

Dr. Brown cited joint meetings with Fremont where not all members could attend and if there was adequate representation, then we could proceed.

Vote: All in Favor

3.5 Superintendent's Report- Mr. Ambrose reported on the following:

◆ He was impressed by the results of the High School survey given by school administrators to the community asking, 1) what does our school do well? And 2) what could our school do to be better? The results of survey over 9 days yielded

86 respondents (a mix of students, parents, guardians or community members) who said that the top 3 answers were as follows:

1. The school communicates often especially via *Points of Pride Newsletter* and the automated phone system.
2. The school engages parents, students and the community. There is a high level of school spirit and a variety of programs, clubs and activities available to students and families.
3. The school provides equity to all students. All students are provided with personalized, individualized pathways to success.

Survey results of what the school could do better

1. Do more to address student discipline. Find better ways to address student misbehavior in a fair and consistent manner. Bullying situations can be a problem for students.
2. Find better ways to communicate on certain things. They would like to see more communication on academics and grade and more communication in the *Carriage Towne News*.
3. Work with teachers on improved instructional techniques and on developing relationships with students.

Mr. Ambrose is working with teachers, many of whom attended a workshop training given by Dr. Ross Green, called *Lives in the Balance* which has a respected methodology. Feedback like the recent survey allows for positive improvements and Mr. Ambrose is looking forward to more of this.

- ◆ The Kingston Fire Department was recognized for their community partnership with Sanborn Regional High School's *Career Pathways Program*.

- ◆ Holiday concerts coming up are as follows:

Wednesday, 12/13- 6th, 7th and 8th Grade Band at SRHS

Thursday, 12/14-Bakie & Memorial Concert at SRHS

Tuesday, 12/19-Middle and High School Chorus (Mr. Ambrose joining playing the upright bass)

- ◆ Two students (sophomore, John Putnam (Trombone) and sophomore, Aaron Gillespie-Treble Chorus as a Soprano) auditioned and were accepted into the

NH Music All-State Festival. Superintendent Ambrose noted that Mr. Stack worked hard to allocate resources to offer the students additional support to assist in their aspirations and it paid off. The festival takes place in April 12-14th in Concord.

- ◆ At Memorial Elementary 37 students were recognized by teachers with CARE (Cooperation, Assertion, Responsibility, and Empathy) awards. Also, the Memorial Student Council is holding a food drive for the local community through December 18th.
- ◆ The Bakie School Boosters completed the fall Book Fair which was a success. Also, the Bakie 3rd Graders had a Techsploration Assembly about weather. In the coming weeks, they will meet with WMUR Meteorologist Kevin Skarupa..
- ◆ Officer Rick Theriaut was selected as *Teacher of the Month* by WZID.
- ◆ The Middle School performance of A Christmas Carol is being held at SRHS on 12/8, 12/9 (both at 7PM) and on Sunday, December 10 at 2PM.

4. **COMMITTEE REPORTS**

- 4.1 Policy- Dr. Brown reported that the committee met tonight and discussed the Policy on the use of Vaporizing Pens and discussion will continue at the next meeting. The group is still waiting on results of the NHSBA's evaluation of the District's policy manual. Policy GCBB (regarding Administrator Salaries) will have a few minor changes and it will be presented as a 1st Read at the next meeting. A policy regarding memorials and the memorialization of those that have passed away in our district is being discussed. As this is an important policy the committee will be taking their time with it and reaching out for comments and recommendations on how that policy should be drafted. Finally, the committee is looking at a Narcan policy which is in the beginning stages of policy development. The next meeting is January 3rd at 5PM.
- 4.2 EISA-Dr. Brown informed the group that they have not met since the last meeting; the next meeting is December 20th at 5:00 PM.
- 4.3 Facilities- No report
- 4.4 Finance -No report
- 4.5 Public Relation- No Report

- 4.6 Personnel- Ms. Lytle reported that they are planning a meeting this week with date/time still to be determined.
- 4.7 SST- Mr. Masson reported that a meeting was held at the Seacoast School of Technology on November 20th regarding the FY19 budget. The amount of the unanimously adopted budget was \$3,225,610. This represents a 2.7% increase with the cost-per-student going from the adopted budget in October, 2016 of \$1,911 to \$2,237, a 4.3% increase. This represents a student population of 662 students.
- 4.8 Seminary Discussion- Dr. Brown reported that the next meeting is tomorrow, December 7th at 8:30 AM in the SAU office.
- 4.9 Budget- Ms. Mahoney reported that they have met since the last meeting.

5.0 **STUDENT COUNCIL REPORT**- Ms. Lanseigne highlighted the following events:

- ◆ Annual 12 Days of Caring-will run between 12/4 until 12/19 and involves collecting donations of canned goods, pet supplies, personal care items, school supplies, and toys as well as letters to soldiers (included with personal care items). Boxes for donation are located near the nurse's office inside the school and in the entryway of the school.
- ◆ The theater troupe is performing their annual Christmas show on December 11th at 7PM in the auditorium.
- ◆ The Winter Carnival's overall theme is "Back in Time" with the seniors as "Early 2000's", juniors as "the 50's", sophomores as "the 80's" and freshmen as the "Jurassic Period".

6. **PUBLIC COMMENT**- None

7. **NEW BUSINESS**

- 7.1 Budget Deliberation- Superintendent Ambrose began by commending the hard work of the Leadership team who has spent many hours answering questions, while keeping in mind the complex nature of school finance and balancing that with the impact on the taxpayers. He went on to say

that the Board's charge of creating a budget with a 2% increase, one with a 2% decrease and their additional question of what items would be needed to start moving the district forward? Mr. Ambrose explained that to fund the budget flat from year to year, the amount he proposed was \$34,934,329. The list of the six items that he would propose be added back, if possible is as follows.

Administrative Recommended Additions:

1. 2.5 teaching positions \$206,960
 2. More pay for substitutes (12.5% Increase rate to \$90 / Day = \$25,777)
 3. Supplies for Bakie and Memorial Schools \$20,000
 - a. \$8000 for Memorial School
 - b. \$12,000 for Bakie School
 4. Additional Professional Development \$25,000
 5. Sports: \$14,096
 - a. Varsity Bowling=\$8,180.00
 - b. Bass Fishing=\$1,708.00
 - c. JV Golf =\$4208
 6. Admin. Support for Curriculum Director and Business Admin. \$50,000
- Total \$341,833 (.97%)

Other items to consider or explain:

NESDEC study \$30,000 for looking at enrollments, cost per student and future recommendations for facility use.

Controls (Climate) TBD
Technology Switches \$30,000

Mr. Broderick asked for a Motion to discuss the budget. The Motion was moved By Mr. Heath and seconded by Ms. Mahoney.

Vote: All in favor

Mr. Broderick asked for a Motion to discuss the 2.5 positions. Mr. Heath made a Motion to discuss the 2.5 teaching positions, seconded by Ms. Lytle.

Mr. Heath asked for a Motion to add back in 1.5 teachers, seconded by Ms. Lytle.

Mr. Heath commented on the decrease in enrollment and that attrition would factor in. Mr. Broderick agreed that they are 98% sure that would happen.

Mr. Masson asked what programs would be affected by not having the extra staff. Mr. Ambrose replied that keeping teachers at the lower elementary levels would be a priority. Mr. Masson asked for confirmation that this cut would not be the Student Assistance Counselor and also asked what would happen if there were no resignations? Mr. Ambrose confirmed that the counseling position was intact and said it would be very unusual if there were resignations or retirements. He added that there have already been 3 retirements.

Dr. Brown commented that she would like to return to the issue of VLACS (Virtual Learning Academy School) for a moment saying that it has grown by over 9% since last year and have hired 10 new teachers with 10 more being hired this winter. She added that this rapid growth is a good sign. Also, Dr. Brown pointed out that they are authenticating student users and that the comment made by Mr. Turmelle that a digital divide is constraining our modest enrollment in VLACS is not a strong explanation, given that our students are armed with devices at a very high cost to the taxpayers and that they have access to the internet at our School District. She is still comfortable with the cuts staying at 8.5 teachers in the face of declining enrollment and the success of VLACS.

Mr. Broderick asked if VLACS would have an effect on the cuts to which Mr. Ambrose responded that they would not as any positions added back in would be at the elementary level, not the middle and high school level.

Student Representative Lauren Lanseigne commented that to stop more students from leaving, we need to have good staff and an adequate number of staff.

Ms. Mahoney commented despite her interest in being fiscally responsible and conservative, she supports the 2.5 being added back (instead of the Motion's 1.5) because it was the #1 critical priority identified by the administration and she wants to support them and give them leeway.

Mr. Masson supports the administration in adding the 2.5 back in, so he opposes the Motion.

Mr. Baker commented that we have a responsibility to fund an adequate education and to make sure the students get what they need, while respecting the needs of taxpayers to fund such a system. He supports splitting it down the middle at 1.5 being added back in.

Ms. Lytle commented that everyone in the community is in the same boat paying taxes. When Mr. Ambrose stated that an 8.5 teacher cut could be done at the Board's request, but he would be more comfortable with less. It is difficult to add in an inexperienced teacher when needed at the last moment. She agrees with Ms. Mahoney that the 2.5 addition is educationally sound.

Mr. Heath stressed that as long as the students are not impacted, he would move forward.

Mr. Broderick asked to move Mr. Heath's Motion, (so moved by Mr. Heath) to reduce the teacher cuts to 7.5 positions. Vote: 2 in favor (Mr. Heath, Mr. Baker), and 5 opposed. Motion Fails.

Ms. Lytle asked for a Motion to add the 2.5 positions back in (meaning 6 teacher cuts) as recommended by the administrative team as a # 1 priority.

Vote: 6 in Favor, 1 opposed (Dr. Brown).

Mr. Broderick asked for a Motion to pay more to Substitutes at \$90 a day. (Current pay is \$75 a day for 10 days and then to \$80 a day). Motion moved by Mr. Heath and seconded by Ms. Mahoney.

Mr. Broderick recommends this Motion as the pay hasn't changed in 10 years. Ms. Lytle agrees that there is a shortage everywhere and good subs tend to go where the pay is higher. Mr. Heath agrees. Mr. Ambrose explained that they tried several ways to address the shortage such as incrementally raising the amount to see if it makes a difference and hiring permanent subs.

Ms. Mahoney asked if this increase was for next year. Mr. Ambrose replied that it may not be able to wait for next year and he will keep the board posted. The dynamic aspect of using substitutes, this addition would help until we move to a better solution.

Dr. Brown appreciates the comments made, but her concern regarding the warnings given by administration over the lack of reserve accounts for Special Education and Regular Education takes precedence and perhaps a separate warrant for a permanent substitute through one of those accounts would be a solution.

Mr. Masson commented that subs pay nationwide is very low and raising it higher may be better.

Mr. Ambrose is comfortable with \$90 right now and perhaps we can look at other avenues in the future.

Vote: All in Favor

Mr. Broderick asked for a Motion to add \$8,000 in supplies to Memorial Elementary School. Motion moved by Mr. Heath and seconded by Ms. Lyle.

Mr. Baker asked about two line items that were proposed and actually used, showing that the money is there.

Mr. Ambrose stressed that being responsible agents of the community's money is important so he hesitates to say to principals "Use it or lose it" but he wants them to buy what they need. He would not bring forth a budget that he cannot live with. As the budget is realigned, the budget will be easier to work with.

Mr. Broderick supports the proposed monies and the 2 new principal's requests.

Mr. Masson: price of increase is .80 cents a week per student.

Ms. Mahoney asked the Principals what they need added back in:

Principal Snyder (Bakie)-white boards, playground equipment, music program (trombone), books.

Dr. Haynes (Memorial) -furniture budget, white boards, library shelving, & books.

Dr. Brown: Would any of this be allocated for Maker Space? Mr. Ambrose replied that he hopes so.

Mr. Masson asked to Move the Motion of adding \$8,000 to Memorial School. Vote: 5 in Favor, 2 Opposed (Dr. Brown, Ms. Lytle).

Mr. Broderick made a Motion to add \$12,000 to Bakie Elementary School, moved by Mr. Heath and seconded by Ms. Mahoney. Vote: 5 in Favor, 2 Opposed (Dr. Brown, Ms. Lytle).

Mr. Broderick made a Motion to add \$25,000 to Professional Development, moved by Mr. Heath and seconded by Ms. Lytle.

Ms. Lytle asked would a portion of this support the new mentoring program that Mr. Turmelle is endeavoring to start. Mr. Ambrose replied that yes, 20K but teachers will drive how money is spent effectively.

Mr. Masson commented this may not be enough. Remove existing Motion and add new for \$ 93,925.

Mr. Baker would suggest adding Professional Development in incremental amounts using a plan.

Mr. Broderick commented that teachers need to be kept current with certifications in their field every 3 years. This money is well-spent and supports the employee.

Mr. Baker- Collective Bargaining Agreement has \$100K that we can't forget about. Mr. Ambrose pointed out that we do not have control of that (ACP) money and it is approved by committees. Mr. Ambrose discussed the different buckets that we can draw money from.

Dr. Brown commented about monies in the Collective Bargaining Unit such as the Additional Compensation Plan (ACP) which is 100K for professional staff initiatives & workshops, 55K for college approved course work, 1500K for stipends for teacher leader groups, and 750K for mentoring. So there is quite a bit of money in the CBA to address professional development. The requested additional 75K is OK for coming year and should be re-evaluated next year.

Request by Mr. Broderick to move the Motion to add \$25,000 to Professional Development, moved by Ms. Lytle.

Vote: 5 in Favor, 2 Opposed (Mr. Baker, Dr. Brown)

Mr. Masson asked for a Motion to add \$68,000 to Professional Development. No second. Motion Fails.

Mr. Broderick asked for a Motion to discuss Varsity Bowling for \$8, 180.00 Motion moved by Mr. Masson and seconded by Dr. Brown.

Mr. Masson commented that 1/3 of students participate in athletics and the value of such is important and has a profound impact on the district. He supports this as he does all of the athletic programs.

Dr. Brown asked how many students are signed up for bowling and why the travel budget is the bulk of the monies. Mr. Ambrose replied that

there are 20 students and the cost to travel and practice at locations outside of the district does absorb much of the monies.

Mr. Baker supports sports but feels that these should be warrant articles.

Mr. Heath commented that these seem like clubs and not action sports. The Student Council Rep, Ms. Lanseigne commented that these are established sports and Mr. Stack confirmed that they are NHIAA sports and fall under that umbrella. Monies go to transportation and coaches.

Request to move the Motion for Varsity Bowling by Mr. Broderick, seconded by Mr. Heath. Vote: 1 in Favor (Mr. Masson), 6 opposed. Motion Fails.

Mr. Broderick asked for a Motion to discuss Bass Fishing at \$1, 708. Motion moved by Mr. Heath and seconded by Mr. Masson.

Dr. Brown noted that the Bass Fishing expense breakdown asks for \$200 for uniforms and she wondered why. Mr. Stack answered that when competing with others who have uniforms, it is a distinguishing factor. Mr. Ambrose added that the term uniform can be misleading; the dress could be a shirt and shorts.

Ms. Mahoney asked how many students participate. Mr. Ambrose replied 4-8.

Mr. Masson commented that 1/3 of the State participates and that this is a fairly new sport.

Request to move the Motion for Bass Fishing by Mr. Broderick, seconded by Mr. Heath. Vote: 1 in Favor (Masson), 6 Opposed. Motion Fails.

Mr. Broderick asked for a Motion to discuss JV Golf at \$4,208 Motion moved by Mr. Heath and seconded by Mr. Masson.

No discussion

Request to move the Motion for JV Golf by Mr. Broderick, moved by Mr. Heath. Vote: 1 in Favor (Masson), 6 Opposed. Motion Fails.

Mr. Broderick asked for a Motion for Administrative Support for the Curriculum Director and Business Administrator at \$50,000. Motioned moved by Mr. Heath and seconded by Mr. Masson.

Mr. Broderick is in support of this as they are overloaded with data and need the assistance. Mr. Ambrose agreed that this needs to be filled.

Ms. Lytle asked about the staff in the SAU office (Admin Assistant to Superintendent, Payroll, Accounts Payable & HR.

Mr. Baker clarified that benefits are included in this costs and asked if anyone currently there would want to share job. Mr. Ambrose replied in the negative.

Dr. Brown supports this as BA's in other districts have assistance as well.

Mr. Heath agrees that data entry is not what they should be doing.

Request to move the Motion for Administrative Assistance by Mr. Broderick, moved by Mr. Heath. Vote: All in Favor.

Chair Broderick asked the Business Administrator for the status of budget number based on the votes. Ms. Croteau replied that the total of the additions is \$327,737 which increases the adjusted budget up to \$35,262.66. This is a .93% increase over the current budget.

Mr. Broderick explained that taking a vote will recommend this to the Budget Committee. If there is a difference with the numbers, then the Board and Bud Com would try to work it out. If not, then the law says the Budget Committee presents at the Deliberative as does the Board and the people decides.

Mr. Masson and Ms. Mahoney asked about the other items and it was agree to discuss them.

Mr. Masson asked to discuss the Student Assistance Counselor which is a Grant Funded position for 3 years with the hope of another being funded. Mr. Ambrose's response was that he feels this is a critical position and that this can be handled through the budget as it stands. It was not brought forward as a priority because it was felt that it would be funded somehow, even if we have to go to the Board.

Mr. Masson asked for a Motion to put \$80,000 into the budget for a Student Assistance Counselor. No second. Motion Fails.

Mr. Broderick asked for a Motion on the NESDEC study. Dr. Brown made a Motion to approve \$30,000 for the NESDEC Study, seconded by Ms. Lytle.

Ms. Mahoney asked whether this money was available from the technology revolving fund. Ms. Croteau will check on the language written for the fund. Mr. Baker asked about the details of the study to which Mr. Ambrose explained the bigger picture of how the data from the study would serve to make informed decisions about the future enrollments, cost per student and facility usage. Discussion ensued on what fund it would come from and how to pay for it.

Mr. Ambrose believes that we can take care of the climate controls and technology switches but the NESDEC study should be put into the budget. Ms. Mahoney asked about finding the money to do this in this year. Ms. Croteau will look into that possibility. Short of that, adding the Motion to make sure it is in the 2018-19 budget makes sense.

Dr. Brown withdrew her previous Motion.

Mr. Baker made a Motion to fund the NESDEC study in the 2018-19 budget year, seconded by Mr. Heath.

**Mr. Broderick asked to move the Motion, moved by Ms. Lytle.
Vote: 6 in Favor, 1 Opposed. (Mr. Masson)**

Mr. Broderick asked for a Motion to discuss climate controls, seconded by Mr. Heath. Mr. Baker asked about the ROI on that and Mr. Riley is expecting those results. No Motion to move forward.

Mr. Broderick brought up the Motion of technology switches for \$30,000. No Motion to move forward.

Mr. Broderick asked for the budget status which Ms. Croteau gave as follows: Budget additions are \$357,737 for an adjusted budget of \$35,292,066. The increase is 1.01% from previous budget.

Mr. Broderick asked for other items to be brought up.

Ms. Mahoney asked about the line items for dues with the School Board (\$10,000) and the NHSBA Membership. Ms. Croteau answered there are 3 Memberships which exceed the amount by a bit. She also asked the value of the NSBA to members besides emails. Ms. Croteau detailed the

membership monies and will explore the value of them. Mr. Masson agrees that the value of NHSBA.

Mr. Broderick asked for a Motion that the School Board adopt a budget for fiscal year 2019 in the amount of \$35,292, 066 for submission to the Budget Committee. Motion moved by Dr. Brown and seconded by Mr. Heath.

Dr. Brown commented that this budget is \$306,000 more that she hoped it would be and is hoping to reduce positions as enrollment declines. She will support it and will work hard on VLACS next year.

Mr. Baker commented that dividing the budget by the cost per pupil, it results in a cost of \$22,000 per student.

Vote: All in Favor

7.2 Board Stipend- Mr. Broderick explained that the NHSBA attorney is reviewing.

8. **OTHER BUSINESS**

8.1 Next Meeting Agenda

- a. NESDEC
- b. TBD

8.2 **Announcements**

8.2.1 The next Sanborn Regional School Board meeting will be held on Wednesday, December 20th from 6-9 PM in the Library at Sanborn Regional High School.

8.2.2 The next Budget Committee meeting will be held on Thursday, December 7th, 2017 at 7PM in the Library at Sanborn Regional High School.

9. Non- Public Session RSA 91-A 3 II (a) (c) (d) **Chair Broderick asked for a Motion to go into a Non-Public session, moved by Ms. Mahoney and seconded by Ms. Lytle. A Roll Call Vote of the Board was made by Mr. Broderick.**

10. Meeting adjourned at 9:12 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.