

**SANBORN REGIONAL SCHOOL BOARD  
MEETING MINUTES**

**September 20, 2017**

**(The 9/20/17 School Board Video can be viewed at [www.sau17.org](http://www.sau17.org) under School Board)**

A regular meeting of the Sanborn Regional School Board was held on Wednesday, September 20, 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;

**SCHOOL BOARD MEMBERS:**

Peter Broderick, Chair  
Dr. Pamela Brown, Vice Chair  
Taryn Lytle  
Larry Heath  
James Baker  
Tammy Mahoney

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent of Schools

**ABSENT:**

Corey Masson, Board Member  
Michele Croteau, Business Administrator  
Lauren Lanseigne, Student Representative

1. **CALL TO ORDER** at 6:06 PM by Mr. Broderick with Pledge of Allegiance
  - 1.1 Chair Broderick welcomed new Board Member Larry Heath, summarized the selection process in choosing him and highlighted Mr. Heath's experience in government as a past Selectman in Newfields and as a member of the Kingston Budget Committee since 2015. Mr. Heath commented that he is glad to be on the board and is looking forward to working with everyone.
  
2. **ACTION ON MINUTES** –**Mr. Broderick asked for a Motion to approve the Minutes of 9-6-17 Motion made by Dr. Brown, seconded by Ms. Lytle.**

Secretary noted that former board member's name (Sheila Pierce) was accidentally left on attendance record. Item will be amended.

**Vote: 5 in Favor, 1 abstention (Mr. Heath) and 1 absence (Mr. Masson) with amendments.**

Mr. Broderick asked for a Motion for the 9-13-17 Non-Public Minutes.

**Motion made by Dr. Brown and seconded by Ms. Lytle. Vote: 5 in Favor, 1 abstention (Mr. Heath) and 1 absence (Mr. Masson) with amendments.**

**3. COMMUNICATIONS**

3.1 Manifests- Expenditures Check register #6 in the amount of \$945,775.50 dated 9-20-17 and the Payroll Check Register #6 in the amount of \$806,149.85 dated 9-21-17. Signed/approved by Board and Administration.

3.2 Resignations- Mr. Ambrose regretfully announced the resignation (after 15 years) of the Director of Guidance, Michelle Catena.

**Motion moved by Ms. Mahoney to approve the resignation of Michele Catena, seconded by Dr. Brown. Vote: All in Favor**

3.3 Nominations- None

3.4 SST Update-Superintendent Ambrose reported that he attended a board meeting at Seacoast School of Technology on 9/18. Enrollments are a bit down due to popular programs filling rapidly, leaving the less popular ones temporarily waning.

The YMCA discussion continues with the parking impingement looming if the new building comes to fruition because of the 170 additional parking spaces needed. The SST Directors informed the board that the students like to drive their own vehicles to the school and the new YMCA building would be a deterrent to the enrollment.

Also, 10<sup>th</sup> graders will be able to get involved in SST by way of experiential learning programs. Mr. Ambrose asked about 9<sup>th</sup> graders participating as well and was told that it is under consideration but not in the plans now.

3.5. Superintendent's Report- Mr. Ambrose reported on a very compelling presentation given by Judge John Broderick, former chief justice of the NH Supreme Court on the topic of Mental Health Awareness. The NH Commissioner of Education, Frank Edelblut attended as well and spoke of the importance of mental health issues too. Mr. Ambrose noted that low level stress can have an impact on performance as well as high level stress. He commended Mr. Stack for organizing the Plaistow Chamber event for Judge Broderick to speak to the community.

4. Student Council Representative's Report- Report will be given later in the evening.

5. **COMMITTEE REPORTS**

- 5.1 Mr. Broderick prefaced the reports with a subcommittee member update as follows:

EISA- Mr. Heath, Dr. Brown and Ms. Mahoney  
Facilities- Mr. Heath, Mr. Baker and Mr. Masson  
Personnel- Ms. Lytle, Mr. Broderick, Mr. Baker

- 5.2 Policy- Dr. Brown reported that the committee met on 9/6 and will have some 1<sup>st</sup> Reads this evening that are mandated polices. They are also looking at hiring policies and just received another set of NHSBA updates which will mostly likely contain mandated polices to look at this fall. The next meeting is 10/4 at 4:45 PM.

- 5.3 EISA- Dr. Brown reported that the committee met tonight and that Superintendent Ambrose was very helpful in solidifying goals for the students and in identifying quantitative measures to link to overall arching goals. The committee will rely on the teachers to identify the assessments that will help the committee determine if they are making strides in student success. They will be hearing back from the teachers, once they obtain a list of the assessments that they think are the best metrics for student success and progress, then they will look for targets for those assessments and decide what is a feasible, reasonable goal for improving the targets. This will be an ongoing effort this fall. Dr. Brown is happy that Mr. Ambrose is meeting with teachers and really digging down to find out what our experts think are the best ways to assess achievement of student success. They are also interested in a mission statement and Dr. Brown read a statement that she wrote for the committee which reads, "*To ensure excellence for the degree options sought by every student*". Dr. Brown explained that because our district offers several degree options, this statement encompasses whatever degree choice is made, and ensures that they have an excellent outcome. She added that this is a good overarching qualitative goal. The next meeting is 10/18 at 5PM.

- 5.4 Facilities- No report

- 5.5 Finance -No report

- 5.6 Public Relation- Ms. Lytle reported that the first meeting will be this Friday, 9/22 at 1:30 in the SAU office. Discussions will ensue around the feedback from the Superintendent Survey sent out to all the members of

the school community on the SAU 17 website as well as ways to bring students into board meetings to hear the voices of the students (of all grades) that we are working for and for those watching to know what is happening in the schools.

5.7 Personnel- No report

5.8 Seminary Discussion- Dr. Brown reported that the meeting on 9/21 will be postponed until 9/28.

6. **PUBLIC COMMENT**- Chair Broderick reminded the public to focus on agenda items only. If there are items that anyone would like to see added to the next agenda, please feel free to contact him to have them added.

**Sue Levine- Fremont resident and School Board Member**- Commented that having students report out at meetings is a goal of theirs as well and she is interested in Best Practices that we can share with them. They recently had some of their teachers attend their board meeting and the highlight was their Power Point presentation sharing student activities. Ms. Levine would also like to know if a member of the Fremont School Board will be included on the Superintendent Search Committee.

**Sandy Rogers-Osterloh-Kingston**- welcomed Larry Heath to the board, adding that it was a good choice.

**Cheryl Gannon-Kingston**- Hopes that the School Board goals presented tonight will be reasonable goals that are accepted, given that the policy states that they need to make them in May and not September. Perhaps the board will reconsider the policy as it seems counterproductive to begin the goals in the middle of the year.

7. **OLD BUSINESS**

7.1 School Board Goals- Mr. Ambrose presented a draft of two board goals as follows:

**Goal #1: The Board will work to ensure that that all policies in SAU 17 are in compliance with Federal and State laws.**

Action Steps:

- A. Employ NHSBA for a comprehensive policy review.
- B. See input from stakeholders for policies that require local decisions.

- C. Work collaboratively with administration and staff to decide which recommended and optional policies will be adopted.

Chair Broderick asked for any comments related to Goal #1 and the Action Steps. Dr. Brown reminded the public that the Board paid \$1200 to have SRSD polices reviewed completely by NHSBA to look for any obsolete or outdated policies.

**Ms. Lytle made a Motion to adopt Goal #1, seconded by Dr. Brown.**

**Vote: All in Favor**

## **Goal #2: The board will develop a common definition of Student Success**

Action Steps:

- A. Review any pertinent laws (Essa, etc.)
- B. Seek input from stakeholders from all areas of organization.
- C. Develop a clear, concise (no more than one page) definition of student success that will be used to drive the strategic plan revisions.

Mr. Ambrose stressed that the EISA committee will have work to do regarding developing the definition of student success, making recommendations and starting to develop targets for growth.

Mr. Baker suggested a sub-part of Goal #2 related to academic progress which would read as follows: ***Evaluate where the District is regarding meeting goals of the Strategic Plan, by line item pages 21-41 of school year 2016-17.***

**Board members agreed that the above (in bold) could be added as letter "D".**

Mr. Baker also asked to include another academic goal that reads: *Compare academic performance year to year and improve Sanborn's results in relation to State on NH reported averages.*

Ms. Lytle brought up measurability and variables and how this goal would be difficult to use as school board goal. Mr. Ambrose agreed to bring some language to define student success using all stakeholder input. Mr. Baker wants clear definable goals that are not vague as he believes they were in the past. Dr. Brown has been gathering data from NHDOE and shared that we are trending down along with state averages and she is analyzing the reasons why. Dr. Brown's biggest concern is that the graduation rate has remained in the high 80's to low 90's. There a gap between scores being low and graduation rates being

up. She thinks there might be some diploma inflation going on. Mr. Ambrose stressed that we are in a conundrum that every district is in with students having many different jobs before they are 30 years old and we must first look at everything using the broad stroke of defining student success and then delve deeper.

**Ms. Lytle made a Motion to adopt Goal #2, seconded by Ms. Mahoney.  
Vote: All in Favor**

**Mr. Baker made a Motion to add a Financial Goal as follows: *Prepare a Proposed budget based on an analysis of costs and benefits including possible reallocation of resources if needed.* Dr. Brown seconded the Motion.**

Mr. Broderick objected saying that RSA 32 dictates that the Board should already be doing that. Mr. Heath commented that it is redundant. Dr. Brown thinks having a prioritization to the process make it more efficient. Mr. Broderick reviewed the RSA and the budget processes. Mr. Ambrose recommended that Michele Croteau, Business Administrator, be in attendance before making financial additions.

Mr. Ambrose reviewed the Budget Timeline and expressed the hope that transparency and the involvement by everyone will be the goal so that Mr. Baker's concern for a thoughtful process will be evident.

Mr. Baker asked for a Facilities goal to read as follows: *Form a community committee on short and long-term facilities needs and planning.* This would be an advisory committee in addition to a goal.

**Ms. Lytle made a Motion to approve adding Mr. Baker's goal to *Form a community committee on short and long-term facilities needs and planning.***

Dr. Brown supports adding a 3<sup>rd</sup> School Board Goal with action steps.

**Vote: All in Favor**

7.2 Liability of High School Campus- No report

8. **CONSENT AGENDA-** none

9. **NEW BUSINESS**

9.1 **SAU Office Reorganization**

Superintendent Ambrose reported that he has whittled the bid down from \$33,000 for the SAU office reorganization to \$12,971.00 by working with our own custodians and eliminating items from the initial bid list. He is pleased that this new space will help to address confidentiality and improve the flow of traffic through the suite. **Mr. Baker made a Motion to approve \$12,971 for partitioning the SAU office space on the second floor, seconded by Mr. Heath. Vote: All in Favor.**

Ms. Lytle thanked Mr. Ambrose for his frugality, saying that as a teacher she (and other teachers) must always figure out how to make it work and she appreciates his efforts.

Mr. Baker echoed Ms. Lytle's comments saying that bringing the cost down by 2/3 is commendable.

9.2 **Policy 1<sup>st</sup> Reads**

9.2.1 **EHB**-Data Records Retention-Mandated Policy  
**EHB-R**- Local Records Retention Schedule

9.2.2 **IHAMA**-Teaching About Alcohol, Drugs and Tobacco

9.2.3 **JLCK**- Special Physical Health Needs of Students  
Required policy that is new to Sanborn's Policy Index.

9.3 **Superintendent Search**

Mr. Broderick informed the group of his question to the NHSBA as to whether doing a Superintendent Search is required as he heard they can cost between 10K and 40K. The response was "No" that they are not required. Mr. Broderick explained that the results of the Superintendent Survey will be discussed in the non-public meeting of 10/4 with the guidance of Attorney Barrett Christina

Ms. Lytle added that the process of gathering community feedback is anonymous and will help prioritize what the qualifications for a Superintendent are and help determine what direction the community wants the School District to move in.

The survey is available at [www.sau17.org](http://www.sau17.org) until Friday 9/22. It is also available on each school's website and went out in the newsletters.

## 9. **OTHER BUSINESS**

- 9.1 Ms. Lytle offered a word of moderation to the community in terms of the comparisons they are making to “the way things were” versus the changes being made moving forward as it does not benefit anyone most importantly the children we are serving. Mr. Broderick agreed, pointing out how well the school board has done and all the great work that has been accomplished in the midst of a lot of change which is never easy for anyone. Dr. Brown thanked Mr. Ambrose for his availability and his receptiveness in working with the Board.

Mr. Ambrose is having “Coffee with the Superintendent” at all of the schools.

### 9.2 Next Meeting Agenda

TBD

### 9.3 Announcements

- 9.3.1 The next Sanborn Regional School Board meeting will be held on Wednesday, October 4 from 6-9 PM in the Library at Sanborn Regional High School.

- 9.3.2 The next Budget Committee meeting will be held on Thursday, September 28, 2017 at 7PM in the Library

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.*