

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

September 7, 2016

A regular meeting of the Sanborn Regional School Board was held on Wednesday, September 7, 2016. The meeting was called to order at 7:05 p.m. by Sanborn Regional School Board Chairperson, Corey Masson. The following were recorded as present;

SCHOOL BOARD MEMBERS: Corey Masson, Chairperson
Jan Bennett
Peter Broderick
Sheila Pierce
Nancy Ross

ABSENT: Dr. Pamela Brown
Roberto Miller

ADMINISTRATORS: Dr. Brian Blake, Superintendent of Schools
Carol Coppola, Business Administrator

The meeting began with a Salute to the Flag.

REVIEW AGENDA – No changes made.

APPROVAL OF MINUTES

Motion made by Ms. Bennett to approve the public minutes of August 17, 2016. Motion seconded by Ms. Pierce. Dr. Brown (via the Chairperson) asked that under “New Business” regarding item #4, in the *Summer Professional Attrition* report given by Dr. Blake, that the words “8 of 10 “ be stricken due to the inference that 80% of the teachers that left did so over salary issues and unhappiness with their contract. After discussion, it was agreed to amend by adding that **“8 out of the 10 teachers who responded when contacted about why they left”** Corey Masson asked that the budget work session he called for September 14th be mentioned.
VOTE to accept Minutes as noted: 4-1-2 –Ms. Ross abstained, (Dr. Brown, Mr. Miller absent)

Motion made by Ms. Bennett to approve the non-public minutes of August 17, 2016. Motion seconded by Ms. Pierce.

VOTE: 4-1-2 –Ms. Ross abstained, (Dr. Brown, Mr. Miller absent)

EXPENDITURES REGISTER & MANIFEST – REVIEW AND SIGN

The Board reviewed and signed Payroll Check Register #4 -\$ 223,339.49 dated 8/25/16 and Payroll Check Register#5-\$757,611.96 dated 9/8/16. Also signed was the Accounts Payable Manifest #4-\$994,699.80 dated 9/7/16

ADMINISTRATIVE REPORTS

a. Opening Day Enrollments

Dr. Blake reported the 9/1 enrollments total 1, 670 students on opening day with 10/1 being the official date that numbers will be recorded and reported to the state. This allows for the fluctuations that can occur in the first month. Compared to opening day last year, the Middle School is down by 37, Memorial is down by 18, Bakie is up b 12 and the High School is down by 23. Dr. Blake commented that when classes become smaller, courses offered may become limited and that Administration is in discussion about how to bring in more tuition students, or by looking more long-term at partnerships with other schools or towns. Mr. Masson asked for the numbers of children in Pre-K compared to last year to study the rise in enrollment. Ms. Ross provided those numbers. Mr. Broderick asked for the Fremont enrollment numbers: they are as follows: 47 seniors, 40 juniors, 52 sophomores and 63 freshmen.

Mr. Masson commented that it will be interesting to compare Oct 1st numbers to the 9/1 numbers.

b. Projects Up-Date

Dr. Blake reported: the Bakie roof is done, the Ford Truck is here, and the High School Vestibule/Office area is complete. The Chrome Books are all in, the electrical work is nearing completion, and charging stations are being built and installed. Mr. Broderick asked for the financial summary of the roof. Ms. Coppola responded that the total cost is \$155, 640 of which 10% (\$15,564) will be held until work is complete. There was one Change Order related to temping materials for \$8,640. The Truck was \$48,000. The Vestibule total is \$131,235. Payment will not be made until the punch list is complete. There were 3 Change Orders related to a window control, copy machine receptacle and an interior wall infrastructure.

Mr. Broderick asked about one-time expenses and the default budget and Ms. Coppola clarified how the District budgets are developed. Mr. Masson commented that once all projects are complete and invoiced are in, it will be nice to have a compare & contrast to look at the details of all of it. Mr. Masson asked about the lights in the foyer and Ms. Coppola answered that they are underway. Mr. Giordano asked if the lights were changed in the auditorium and Ms. Coppola confirmed that they were. Mr. Masson commented that after experiencing the entry process of the new vestibule, how “pleasantly surprised” he is with it and offered a kudos to all involved with the project.

STUDENT COUNCIL REPORT

Michael Giordano highlighted his activities and school events as follows:

- Chrome Books are integrating well on all levels
- Michael attended most all of the school club meetings for every grade and assisted many students with questions. The new Music Booster President will be Cheryl Giordano (Michael's mother). He congratulated other club positions that were filled by students.
- The Student Council meeting on August 24th was attended by Board Member Sheila Pierce in which the following was discussed. The Homecoming Theme will be movie genres with the Seniors slated for (horror), Juniors (Sci Fi), Sophomores (western) and Freshmen (musicals). Honorary Member Positions on Student Council will be chosen soon via essay from each grade. Camp Lincoln event will be hosted by our Student Council. The Waterville field trip November 10th and 11th in which includes student councils groups from around the area participate in workshops to focus on leadership skills.
- Reach the Beach will be 9/17
- Drive 4 UR School is a fundraiser to benefit the drama, chorus and band Booster Clubs held at the High School. Ford sponsors the event and for 300 valid test drives of one of their vehicles, the Boosters receive 6K. Event being held Friday, September 23rd from 11:30 am to 5:30 pm. Drivers must be at least 18 years old to test drive.
- Drama Club has started auditions. The play will be *The Scottish Play* (Macbeth).
- Girls Varsity soccer won their first game against Trinity.

Ms. Ross had several questions related to specifics of each event. The Honorary Member position was explained in more detail. Michael will obtain those answers not available at this time. He was congratulated by Mr. Masson for an update well done.

SCHOOL BOARD CHAIRPERSON'S COMMENTS

Mr. Masson congratulated everyone involved in the effort of getting the schools "in motion" at this very exciting time. He added that the fields are in awesome condition for sports and sent a special kudos to Mr. Riley. He termed these first days newness as "the honeymoon period" and advised everyone to "remind ourselves why we are here" as we look ahead to accomplish the

work we need to do. He thanked Leadership for getting things going and encouraged working together as a Board to “get things done” and make for an even better start next year.

PUBLIC COMMENT

Cheryl Giordano (Newton) asked about the Bakie enrollment number for Kindergarten. Was it a decrease or increase from last year? Mr. Masson answered, that it was an increase by 12. She also gave kudos to the wonderful staff at the High School, including Ms. McCarthy which made her son’s experience “phenomenal”. She had information on the Drive 4 Ur School which Mr. Masson said they would obtain from her after the meeting or online. He thanked her for her commitment to the students and the community.

Tammy Mahoney (Kingston) addressed the issue of student attrition, especially between the Middle School and High School. Although she is encouraged that Administration will be working on this, she suggested that studies and or/surveys also be done to understand the root causes as the public is very eager to understand it. Mr. Giordano mentioned that he is studying the issue in his statistics class as a project.

Kurt Baitz (Kingston) appealed for help related to the topic of drug overdoses in the Sanborn Community, which he pointed out has one of the highest death rates in the state for young people under the age of 25. He stressed that this is his third time in front of the School Board to talk about this issue and he is going to hold the Board accountable for instituting a curriculum-based program that “touches every kid” at all the schools and educates them on this very serious drug and alcohol issue. He feels it should be a program that is required to graduate and one that repeatedly addresses this issue on many levels. He volunteered to help in this cause in any way that he can. On another issue, he feels that the Budget Committee needs to be held accountable for holding a secret ballot for a Chairperson, since they have always been interested in “being upfront”. He also said that as a School Board, “you should respect your boundaries” and focus on your role of policy and financial responsibility. He added that the Budget Committee should feel empowered by the School Board but that the Board should weigh in early on in the process if they are concerned about any decisions being made. He also commented that there are no goals for the School Board stated anywhere currently on the website.

Cheryl Gannon (Kingston) read from the School District Board Policy BA, “In May of each year, the School Board will convene for a workshop meeting to set goals for the ensuing school year”. She is disappointed that it is not on the agenda and hopes it will be addressed very soon, and that the goals will be developed and published as soon as possible. She also questioned the results of Envision Kingston and hopes to see those results as an upcoming agenda item as well. Finally, the status of the Fremont Agreement with the High School has some people in the community very concerned. She hopes to have a positive outcome based on a frank and open discussion.

SCHOOL BOARD COMMENT

Ms. Bennett complimented Dr. Blake on the All Staff Breakfast which she attended and asked that he post the “impressive talk” he gave on the faculty accomplishments and other important meetings held over the summer. She found it gratifying to hear his comments and wants to make sure the public is aware of it. She enjoyed seeing the administrators and meeting new teachers and also celebrating with those long-term teachers who received their certificates (and flowers) for longevity with the District. On another note, she attended a productive forum on August 25th sponsored by the Southern Rockingham Coalition for Health Youth called “When a Young Person Dies” in which the conversation centered on what protocols best assist us when facing this serious issue. She agrees that the students should have some curriculum that addresses this topic that it be a requirement to graduate. She is confident we can begin to move towards more awareness for all.

Dr. Blake discussed the District’s health curriculum related to drug and alcohol awareness and although the curriculum is minimal at the moment, they are aware of the growing concern that it be enhanced and are working on accomplishing that. The realization that this is not just a school issue but a community issue as well has prompted an upcoming meeting with Timberlane Regional School District to discuss how they can work together. Mr. Giordano asked whether the budgeted Student Assistant Counselor is still in place. Dr. Blake responded that we do still have Amanda Fuller under contract with a Grant helping to support that position.

Mr. Broderick gave a report on the mosquito spraying in Kingston saying that all is being addressed both at the school and in town. On another note, he is concerned about teachers requesting a list of supplies from families for the classroom and said that for many it is a hardship and he has been in touch with the Welfare Office regarding this. He would like the taxpayers to pay for supplies for the school. Mr. Masson agreed to take his point into discussion during budget sessions for the benefit of the teachers and the families. Mr. Broderick also requested a motion for a 3 year budget spreadsheet to compare and contrast line by line items. It was pointed out that it is in the budget materials already. Motion cancelled by Mr. Broderick.

Mr. Masson asked Ms. Pierce for her input on the status of volunteer recruitment for the Athletic Booster Club which raises funds for all the athletic teams. She replied that like other organizations, many people will say they want to assist but usually 4-5 people will show up. The *Homecoming* event is an event that has always been sponsored by this club, an “awesome day” that requires a lot of work behind the scenes, including permits, headcounts, a parade with floats, judges, etc. Concession stands raise money for all the other boosters as well. This will be held on September 24 with an 8am parade start.

Reach the Beach being held on September 17th is a huge full day road race and although not sponsored by SRSD, the High School became a transition area for the runners eight years ago. The organization pays the booster club for 15 adult volunteers to assist runners with water, food, showers, etc. The students assist with other functions. There are approximately 500

teams of runners that come through in vans with eight people per car. The parking lot is utilized to its fullest and they hire 2 police officers as well. Ms. Pierce highlighted that this event alone brings in ½ of their annual budget which provides the money to help Athletics with items such as banquets, scoreboards, dugouts, banners, etc. They do not help fund items like equipment or uniforms. Mr. Masson asked whether or not the high school sports have one booster club or individual clubs. Ms. Pierce answered that a lot of the teams have their own individual clubs.

Mr. Masson addressed the question of the School Board goals by referencing the June 15th School Board meeting in which the vote was made to adopt last year's goals. (Item i under New Business) and then on 6/29 in the Public Minutes, there were no Board Goals addressed until 8/15 which approved 6/15 Minutes.

SCHOOL BOARD COMMITTEE REPORTS - None to report at this time.

UNFINISHED BUSINESS

No meeting date has been set with Fremont yet. Mr. Broderick asked whether they have paid the tuition owed. Ms. Coppola answered that they have paid the final June invoice, however there are discrepancies between what was paid and what is owed that she assumes will be taken up at a future meeting.

NEW BUSINESS

a. Policy /Procedure Review

- Change Orders-Ms. Coppola reviewed the practice of Change Orders pointing out that they are standard operating procedure in renovation projects. Mr. Broderick mentioned the frustration the public experiences in seeing varying numbers such as the initially proposed High School foyer cost and then the final higher numbers. Ms. Coppola responded that the confusion was always clarified when it was happening. She added that the primary reason for the foyer issue was that the estimator, who was recommended to the District, quoted an initial number based on a similar project that involved using materials that were not of the highest grade (e.g. Glass that was not bulletproof, the area they secured was not fully secured, etc.), something not discovered until further investigation of the quote. Communication of these changes was always given. Mr. Giordano commented that everything has been recorded for those that want to know.
- Encumbrances-Ms. Coppola read the following from a prepared statement:

Budgetary Integration

When budgeting for public education, as with any financial institution, it is essential that we have a system of controls in place to ensure and demonstrate budgetary compliance. Such a system requires that we have access to timely information concerning remaining funds available. In the interest of assisting SRSD Committee members and others who may be interested in understanding our budgetary process, I have provided the following information:

*An **appropriation** creates the legal authority to spend or otherwise commit the district's resources. If we are to avoid overspending or overcommitting the budget, we must be able to determine, on an ongoing basis, the remaining uncommitted balance of each appropriation.*

*When an accounting system is designed to automatically provide timely information concerning the uncommitted balance of appropriations it is said to have integrated the budget. **Budget integration** is a basic feature of the district's financial software and is used by most state and local municipal organizations.*

Determining the uncommitted balance of appropriations is not a simple task. It is not enough to simply compare budgeted appropriations against actual expenditures. To learn the true uncommitted balance of appropriations, the school district must consider any commitments it has made. For example, let's assume that the school district issues a purchase order for supplies or signs a contract for services. No expenditure would be recognized until the ordered goods were received or the signed contract was fulfilled. It is clear that issuing a purchase order or signing a contract reduces the amount of resources available for other spending.

*An integrated budget uses **encumbrances** to keep track of commitments related to open purchase orders and executed contracts. Actual expenditures and encumbrances are then compared against the amount of authorized spending or appropriations. The school district maintains an integrated budget that utilizes encumbrances for the entire fiscal year.*

*This method of managing the district appropriations is both recommended by the Governmental Accounting Standards Board and adheres to our specific school district policies – DIA, DJ, DJA, and DJE. The business office also maintains a financial handbook that guides administrators through the process. Since all purchases require a **purchase order**, a section of the handbook is directly related to purchasing. Purchase orders are required for all expenditures prior to incurring any cost. The district's financial software is used to generate requisitions that then are scrutinized by the department manager/principal, director and the business office prior to the issuance of a purchase order.*

Typically, small municipalities utilize encumbrance accounting only at the end of the budget year while Sanborn utilizes this methodology for its entire fiscal year. For that reason, the method utilized by the district (a 35 million dollar operation) to manage appropriations may not coincide with either the Towns of Kingston or Newton.

Mr. Broderick informed the group that he contacted the NH Department of Revenue regarding how funds should be encumbered. The response from them was as follows:

“After reviewing RSA 32:7, there is no clear directive as to the process of how the funds should be encumbered. It has always been our recommendation that the governing body should hold a meeting and that it should be recorded in the minutes providing a proper audit trail for the auditor.”

Ms. Coppola followed up by saying that the District follows generally accepted accounting principles; Governmental Accounting Standards Board Pronouncements and pointed out that the Department of Revenue are not experts in this field. She added that a purchase order is a legal document used to purchase a good or service and that we use encumbrance accounting from July 1st to June 30th. “We cannot run this 35 million dollar operation just encumbering monies at the end of the year.” So, the policies of the School Board direct the Superintendent or his designee to provide these purchasing guidelines and that is what we follow. Certainly, the School Board can be involved in projects that need to be approved by the School Board but to be involved in everyday supplies and services is micro-managing. She stressed that she is always available to answer any questions. She added that the District goes through an annual external audit that just wrapped up and would certainly show anything that was incorrect or irregular. Mr. Masson thanked Mr. Broderick and Ms. Coppola for the information they brought to the table saying that everything has been made very clear.

- Line Item Transfers- MIs Coppola informed the School Board of the policy that anything over 10K be brought before the Finance Committee for review and approval. The Finance Committee then reports to the full School Board.

b. Board Meeting Frequency /Time Frames (Dr. Brown’s Motion)

MOTION: BOARD MEETINGS

Whereas, the Board’s June 15th 2016 meeting commenced at 6pm and did not adjourn until after 12 Midnight (12:15 am on June 16); and

Whereas, Board members and administrators were also present for subcommittee meetings earlier that day starting at 4 pm (representing 8 hours of continuous meetings with no significant breaks); and

Whereas, marathon, 6 hour meetings place an unreasonable burden on Board members and administrators and unfairly inconvenience community members who would like to make plans to attend Board meetings; and

Whereas, 2016 Board Meetings have frequently lasted 3 or more hours with no defined end time;

Whereas, the Board currently meets only twice a month to oversee a multi-million dollar operation while local Selectmen meet once a week to oversee or manage far fewer tax dollars; therefore, be it

Resolved,

School Board meetings commencing on September 7, 2016 shall post a start time and an end time on the agenda, indicating that the Public Session portion of the meeting will take place from “7 pm to 9:30 pm”, and further be it

Resolved,

Any extension of the meeting time shall require a motion made for a specific amount of additional time (e.g. “20 minutes”) which shall be seconded and approved by a majority of the Board. Lastly be it

Resolved,

The Board shall convene once per week rather than twice monthly with Board “working sessions” alternating with regular meetings for Board business commencing in September 2016.

Ms. Bennett, in Dr. Brown’s absence had agreed to present the motion and Dr. Brown allowed her to suggest some alternatives to the motion which stated under Resolved:

Any Board member may move to hold additional work sessions. The Board will discuss and approve by majority such additions. Any extension of meeting time shall require a motion made for a specific amount of additional time (example 20 minutes) which shall be seconded and approved by a majority of the Board. The School Board will post a start time and an end time on the agenda. The Public Session portion of the meeting will take place between 7 and 9:30 p.m. Any extension of the meeting time will require a motion for a specific time amount which will be seconded and approved by the majority.

Ms. Bennett also advocated for timed agendas and stressed that perhaps a timekeeper would be beneficial. After an extensive discussion regarding all points of view, the Board decided to

self-regulate going forward and to try and stay within a timeframe for most items except those that require more time.

Mr. Masson echoed the timeframe issue and asked that we be mindful of the season that we are in with the upcoming meetings which will involve two contracts, budget, and subcommittee meetings saying, "We should be focused....focused time, focused questions and focused work."

c. Staff Up-dates (Nominations)

Dr. Blake does not have a report to make at this time. Mr Masson asked whether there is a surplus or deficit in staffing. Dr. Blake replied surplus by approximately 100K mainly due to some retirees who left at the higher end of the scale. Mr. Broderick asked how many guidance counselors we have at the High School to which Dr. Blake replied 4 plus the director. He believes we are top heavy compared to DOE numbers and that we have hard work to do.

Mr. Masson recommended to the Board that they consider a Community Relations Coordinator to be an integral part of the District and to be an advocate for the community in promoting positive media relations and the exceptional things that happen here. Ms. Bennett relayed that we have discussed this position historically but there have been naysayers and she believes it would be a positive idea going forward. Mr. Masson would like to have a trial run this year and if it works out keep it in the budget going forward. Dr. Blake agrees with the idea and thinks that having someone with accurate, timely information for our community is a great thing. Mr. Broderick feels that the people should decide this with a warrant article. Mr. Masson asked everyone to consider it. Mr. Giordano commented that many times it is to get word out about events.

d. DOE 25, MS-25

Ms. Coppola presented the annual financial reports that are approved and signed annually by the Board. These reports summarize the business transactions of the school year. In addition, there is an *Unassigned Fund Balance* of \$1, 144, 000 which could be returned to the tax payers unless the School District decides to retain a portion or all for emergency purposes. This would be possible due to a warrant article that passed a few years ago that allows the District to retain some or all of it. Dr. Blake made the recommendation to return the balance to the taxpayers. After discussion it was determined that it would be returned to the taxpayers given the fund balances we have already set aside. Mr. Masson confirmed agreement to accept the Unassigned Fund Balance as prepared.

Ms. Coppola provided binders of financial information for budgeting purposes that will be kept in the Board Room and it is also available online.

e. **MOU with Southern Rockingham Coalition for Healthy Youth**

Dr. Blake presented this request by Charlotte Scott to utilize an office at the High School to meet with students to provide information related to mental health and substance abuse. Michael Giordano described her as “an expert” in helping students in these areas. After discussion it was agreed to amend the contract related to the termination clause to read “Until terminated by either party” and to clarify the MOU around expenses not incurred by the District.

Ms. Bennett made a Motion to accept the Memorandum of Understanding with Southern Rockingham Coalition for Healthy Youth as amended. Ms. Ross seconded the Motion. All in favor

COMMUNICATIONS RECEIVED/SENT

Dr. Blake presented the NHSBA Call for Resolution which is presented annually by the New Hampshire School Board Association. This is an opportunity for the School Board to submit a resolution for them to consider at the 2017 Delegate Assembly.

WRITTEN INFORMATION- none to reports

AGENDA ITEMS FOR NEXT REGULAR MEETING

1. Subcommittee Scheduling- (Please prepare your availability beforehand)
2. School Board Budget Goals Session
3. Negotiations Subcommittee (Possible additional item)

Michael Giordano asked that the class size issue (large classes in particular) and how it affects students’ grades be included for another meeting. Dr. Blake requested that his studies also include classes that are too small and how does that impact what we offer? Mr. Broderick asked for the current class size information and was told it was already on the LaunchPad /Cloud file for him.

Michael also asked about the Envision Kingston report and having that on a future agenda. Dr. Blake also mentioned that the Envision Kingston report is not in our hands yet to be able to share with others.

ANNOUNCEMENTS

Negotiations Subcommittee Meeting will be held on Wednesday, September 14th at 4:45 p.m. in the High School Board Room, # 137 .

(THIS MEETING IS NOT OPEN TO THE PUBLIC and NOT SUBJECT TO RIGHT TO KNOW LAW)

The next Sanborn Regional School Board Meeting will be held on Wednesday, September 21, 2016 at 7:00 pm in the School Board Room (Room 137) at the Sanborn Regional High School, 17 Danville Road, Kingston.

The next Budget Committee Meeting will be held on Thursday, September 22, 2016 at 7:30 pm in the School Board Room (Room 137), at the Sanborn Regional High School, 17 Danville Road, Kingston.

ADJOURNMENT-Motion made to adjourn the meeting at 9:55 p.m. by Ms. Bennett and seconded by Ms. Ross.

Minutes respectfully submitted by,

Phyllis Kennedy
Recording Secretary

Minutes of the School Board meetings are unofficial until approved at a subsequent meeting of the School Board.

Approved 9-21-16