

**SANBORN REGIONAL SCHOOL BOARD
MEETING MINUTES**

January 23, 2019

To view the video of this meeting, please visit our website at 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, January 23, 2019. The meeting was called to order at 6:03 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
Electra Alessio
James Baker
Larry Heath
Tammy Mahoney
Corey Masson
Adam O'Rourke -Student Council Representative

ADMINISTRATORS:

Thomas Ambrose, Superintendent
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:03 PM by Chair Broderick with the Pledge of Allegiance led a student from the Bakie School.
2. **ACTION ON MINUTES of 1-9-19** –Chair Broderick asked for a Motion to approve the **Public Minutes of 1-9-19. Motion made by Dr. Brown and seconded by Mr. Baker.** No discussion.

Vote: All in Favor

3. **COMMUNICATIONS**

- 3.1 **Manifests**-Payroll Check Register #15 in the amount of \$828,871.13 dated 1-24-19. Manifests Check Register #15 in the amount of \$464,787.81 dated 1-23-19.
- 3.2 **Resignations**-Joellen Gargaly/Bakie Media Specialist

3.3 Nominations-None

3.4 Superintendent's Report- Superintendent Ambrose gave an update on the following:

- ◆ Default Budget is ready for signatures and is being circulated to the board.

- ◆ The Superintendent's Safety Advisory Committee is making progress on many fronts, recently being awarded a 48K Grant from the Department of Education's *Public School Infrastructure Fund* for Emergency Warning Lights at Bakie and the High School. These lights would be placed in common areas that may be particularly noisy (e.g. cafeteria, music rooms, hallways, etc.) to alert students to emergency announcements. This Grant was written by Michael Turmelle, the former Director of Academics, Professional Learning and Student Affairs, before he left the position. Mr. Ambrose expressed appreciation for his hard work in obtaining this Grant. He also thanked Chief Briggs, Dr. Haynes, Assistant Principal, Bob Dawson and the members of the Safety Advisory Team.

Superintendent Ambrose asked for a Motion to accept the Grant for Emergency Warning lights. The Motion was moved by Ms. Mahoney and seconded by Mr. Heath.

Vote: All in Favor

Superintendent Ambrose asked for a Motion to begin the installation of the Emergency Warning Lights. The Motion was moved by Mr. Heath and seconded by Ms. Alessio.

Vote: All in Favor

- ◆ Superintendent Ambrose continues to meet regularly regarding the potential Middle School move and has asked the Director of Facilities, Steve Riley, to work with a contractor to obtain some more defined costs associated with infrastructure at the High School. There will be an update at the next meeting, and perhaps a Motion and a Vote. He will also make sure that the Facilities and Finance Subcommittees have the information, adding that the reality is that there would have to be changes made to accommodate Middle School students, such as installing bathrooms in the area where students would be located, locker rooms and an administrative office to house the office, guidance and nursing staff. These are estimates being obtained to figure out the feasibility of the project.

◆ The Middle School received a 13K Grant from the Nellie Mae Fund, allocated to us through the PACE Project and used for books. This action falls in line with the professional development work being done by teachers to align curriculum with student enhancement of the love of reading and creating a “Level Library” for each grade level.

4. COMMITTEE REPORTS

- 4.1 Policy – Dr. Brown reported that the group met on Monday, 1/14 and reviewed the rest of the “J” policies that will be covered tonight. The next meeting is Wednesday, 2/6 at 4:45 PM in the SAU offices. The public is welcome to attend.
- 4.2 EISA- Ms. Mahoney reported that the group met earlier this evening. The next meeting is Wednesday, 2/13 at 4:30 PM in the SAU office conference room.
- 4.3 Facilities- Mr. Baker reported that the group met on 1/9/19 and the next meeting will be held on 2/6 at 3:45 PM in the SAU office conference room.
- 4.4 Finance- Mr. Baker reported that the group met on 1-16-19. The committee members present were Tammy Mahoney, Electra Alessio, Jim Baker plus Business Administrator, Michelle Croteau, along with Assistant Kristin McNulty.

The minutes from our Dec 12th meeting were reviewed and approved.

The Business Administrator updated the committee on various fund balances. The total of the fund balances as of Nov 30th are:

- ◆ Spec Ed \$234,120.29,
- ◆ Facilities Use \$ 177,905.33,

Since Nov 30, \$13,991.00 was allocated for urgent repairs at Memorial School and the Middle School. That leaves a Capital Improvements Fund balance of \$143,563.16

We reviewed Budget expense reports from July 1 thru Dec 31st.

The Health and Dental expenses for the period are: \$1,829,406.11

The General Fund Expenses excluding Health and Dental are: \$12,632,934.48

We also reviewed and approved balance transfers from various general fund accounts to other related accounts. The majority of these funds were adjustments between health insurance, retirement, salaries and facilities accounts. The total of the fund transfers reviewed was \$ 116,564.76

The next Finance Committee meeting is scheduled for February 20th @ 4:30 PM.

- 4.5 Public Relations-Ms. Mahoney reported that the next meeting is January 30th at 4:30 PM in the SAU offices.
- 4.6. Personnel- No Report – Next date TBD.
- 4.7 SST- Mr. Masson reported that the next meetings are Monday, January 28th at 4:30 and February 12th. The review of finalists for the Principal position will happen on the 2-12 date. Also, NH Chronicle highlighted the SST programs this past week.
- 4.8 Seminary Discussion-Next meeting TBD.
- 4.9 Budget Committee- Mr. Heath reported that the Budget Hearing was held on 1/10 and the next meeting is the Deliberative Session on 2/6/19 at 7PM.

5. **STUDENT COUNCIL REPRESENTATIVE REPORT**

Mr. O'Rourke reported that Winter Carnival planning is in the works by all classes. Staff Calendars are out and being sold by sophomores, juniors are working on tee shirts for Winter Carnival, and seniors have been planning Winter Semiformal which is this Friday at *Austin House*. The Winnacunnet Student Council Winter Meeting was a bonding experience based on the *Amazing race* with lots of activities enjoyed by all.

6. **OLD BUSINESS**-None

7. **1st PUBLIC COMMENT**

Cheryl Gannon (Kingston) –questioned what the cost is for accreditation for a school versus a district. Also, are all the schools up for accreditation at the same time or are they staggered in the process? She supports the notion of waiting until we have a better handle on the issues at hand, so we have no interference when being accredited.

8. **NEW BUSINESS**

- 8.1 Guest Speaker George Edwards- Dr. Haynes welcomed Mr. Edwards from the *New England Association of Schools and Colleges* (NEASC) who reviewed the foundations and standards of the accreditation process. A new accreditation offered by NEASC is one for districts versus individual schools was discussed by the group and will be decided at a later date.

8.2 Dr. Brown introduced the 33 “J” policies to be addressed for a 1st Read saying they are non-controversial and have either updates to mandated language or minor word changes. She added that 23 of the 33 policies pertain to student medication and health, so all are mainly regulatory and health changes needed. Some (4) policies are redundant and will be repealed. Policy JLCF/Wellness will need a new committee created, so this policy will need more focus, as perhaps JQ-R /Student Fees, Fines and Charges Regulations and JRA/Student Records and Access. Dr. Brown explained the details of the latter 2 policies. Mr. Ambrose suggested moving them in groups.

Mr. Baker made a Motion to approve all “J” Policies on the 1/23/19 agenda for a 1st and 2nd Read, except for Policy JLCF, seconded by Ms. Alessio.

Mr. Dawson explained Policy JQ-R /Student Fee and #5 regarding holding a student record from a student and /or parent. This action violates FERPA. Discussion ensued on fees and ways to collect. The change recommended for JRA/Student Records was discussed regarding an explanation added to student record, which is a protection for students and parents and a positive change as a parent/student has the right to give input and clarify the student record.

Vote: All in Favor

Policies to be repealed:

- 8.2.1 [JL](#) Student Welfare: Redundant. JLF has similar content
[JLIB](#) Student Release Precautions: To be replaced by new JHC
[JLCCA-R-E1](#) HIPPA-Compliant. This form is exactly the same as JLCCA-R1 (see notes re: JLCCA-R1, JLCCA- R2, and JLCCA-R3 below)
[JLCD-R-E3](#) Medication Administration Permission Card: It is the same as JLCD-R1 and JLCD-R2.
[JLCD-R-E4](#) Inhaled Medication Administration Form: It is the same as JLCD-R1.
[JLCD-E-R2](#) School Health Services (School Nurse Training): Deleted as the form implies that the only folks authorized to administer an Epi-Pen are those on the form, not any staff member trained.
[JLIE-R-E1](#) Seacoast School of Technology Driving Policy: Deleted as it simply referenced an old SST Policy that may change without notice.

Policies to be renewed:

8.2.2 [JLCCA-R1](#) HIPPA-Compliant Authorization for Release of...: No changes. This form is designed to facilitate / allow information exchange between two physicians. One is the physician of a student *who exposed* another student to blood / body fluids, and the other is that physician of the student *who was exposed*.

[JLCCA-R2](#) Report of Potential Blood/Body Fluid Exposure to Student: No changes. This is a report for the parent of a student who was or may have been exposed to another student's blood / body fluids.

[JLCCA-R3](#) Notification to Source of Potential Blood / Body Fluid Exposure (Student): This is the roughly the same as R2, just for the person who may have exposed another student.

[JLCD-R1](#) Physician's request for Administration of Prescription Medication: Note this is the *prescription* med form.

[JLCD-R2](#) Parent's request for Administration of Non-Prescription Medication: Note this is the *non-prescription* med form.

[JLCK](#) Special Physical Health Needs of Students: No changes.

Policies to be adopted:

8.2.3 [JLCA](#) Physical Examinations of Students: New Policy

[JLCG](#) Exclusion of Students from School for Illness: New policy paired with JLCG-R

[JLCG-R](#) Exclusion of Students from School for Illness: Regulations paired with JLCG

Policies to be updated:

8.2.4 [JHC](#) Student Early Release Precautions: To align with NHSBA policy list; some alterations to wording based on admin team's recommendations, mostly to align with current practice at differing levels.

[JLC](#) Student Health Services: Changes proposed by school nurses this past fall

[JLCB](#) *Immunization of Students*: Both links updated; "letter" replaces "form" as there is no form.

[JLCC](#) *Pediculosis (Head Lice)*: Statement of purpose revised to match

NHSBA; Statement of Policy removed as committee did with others policies; removed three words at end seen as not focused on this specific item. Removed three words at end seen as not focused on this specific item.

[JLCCA](#) *Students with HIV/AIDS*: Added language on page 1 at attorney's recommendation; Deleted a nonsensical paragraph from the NHSBA sample in the Health Ed section; deleted a sentence from the NHSBA sample in same section that implied HIV/AIDS education would, "...be provided in a sequential manner in **all grades...**" (emphasis added) Legal references added to match NHSBA policy.

[JLCD](#) Administering of Medication to Students: Added "To Students" to title, and removed language about medication not being given to students "if at all possible."

[JLCD-R](#) Regulations for the Administering of Medication to Students: Changed statement of policy to "Regulation" as it is actually a regulation. A few minor edits to procedure, and clarified that medications to be self-administered will be epi-pens or inhalers. Pg. 2, part B: cleaned up some form references (Emergency form replaces a form that doesn't exist, policy references updated, and (c) replaced by correct form.

[JLCE-R](#) Medication Administration Permission Card: Added OK for Hearing and Vision screenings to page 2

[JLCEA](#) Use of Automated External Defibrillators: Added one NHSBA section (Authorized Users) per attorney request. Updated one link, deleted another as there is no form online anymore.

[JLCF](#) Wellness Policy: Deleted a few bullet points; one word change Vicki requested in part II. Part IV and part VI - added NHSBA language at attorney's request.

[JLD](#) School Guidance and Counseling Program: Several changes based on NHSBA sample

[JLDBA](#) Behavior Management and Intervention: Wording added to apply this to students with 504 plans.

[JLI](#) Join Loss Management Committee - Safety Program: New title

[JLIA](#) Supervision and Safety of Students: See chart for changes recommended

[JLIE](#) Student Automobile Use: Removed statement of purpose; removed reference to JLIE-R-E1 (SST Driving policy); added reference to JLIE-R (Student driving regulations; not yet before committee).

[JQ-R](#) Student Fees, Fines, and Charges Regulations: Clarified notification method; changed consequences in part 5 to align with law and practice; added collection language in part 7.

[JRA](#) Student records and access: Changed 'reasonable period of time (page 3) to 14 days to align with law; changed language regarding availability of records prior to an IEP meeting (page 3, part 2). NOTE: First section in red should be struck through as deleted. Language added (page 4) regarding insertion of information by parents/guardians/student

- 8.3 Resolution to approve a lease for High School floor scrubber-Ms. Croteau explained the situation of the current scrubber, which is old and breaking down frequently, so they would like to move forward with a 5 year lease (for \$2,476.74 per year) that begins on 7/1/19.

A Motion was made by Mr. Heath to approve the lease on a new Floor Scrubber to begin on 7/1/19, seconded by Mr. Masson.

Vote: All in Favor

- 8.4 Discussion regarding vending machine at Swasey Gym- Ms. Croteau explained that this has been discussed extensively at the Facilities Subcommittee, that it comes at the request of the Youth Basketball Team and there is no past protocol for this. Mr. Baker reviewed concerns regarding installation costs; clean-up/Janitorial costs and perhaps (as Dr. Brown suggested) having a year trial period where they keep the proceeds to offset any of these potential costs. Chair Broderick brought the Quid Pro Quo statute which would need to be legally in place and suggested a percentage of profit that the School District retains. Ms. Croteau read the Motion made by the Facilities Subcommittee at their meeting. Discussion ensued.

Mr. Mason asked for a Motion to authorize a single vending machine at the Swasey Gymnasium with the following conditions: that the Facilities Director approves the location, the Facilities Subcommittee approves the percentage of net receipts charged, the Sanborn Youth Basketball team cover all installation and ongoing costs, the School District assumes no responsibility for the equipment, needs an estimate from the vendor of utility costs, subject to final review in a year to evaluate costs and, at the board's discretion, the possibility of the district charging a fee up to 25% of net receipts. This is a one year trial with an activities/financial report required 90 days prior to the maturation of 1 year to the installation date.

Vote: All in Favor

- 8.5 NHSBA Delegate Assembly Survey Results- Mr. Masson reviewed the New Hampshire School Board's [2019 Resolutions](#) and the Board's votes. He will attend the Delegate Assembly in Concord on 1/26/19 to vote as a representative of the School Board.
- 8.6 Blue light warning system discussion-Covered in Superintendent's Report.
- 8.7 Deliberative Warrant Article Presentation- Chair Broderick discussed the Deliberative Session on 2/6/19 and gave each Board Member a specific Warrant Article to speak to, if necessary.

9. **2ND PUBIC COMMENT**

Cheryl Gannon (Kingston)-Commented how disappointing it was to see such a low turnout at the Budget Hearing. It was an opportunity for voters to understand how tax dollars are spent in the School District and have their voices heard. She urged them to come out and be a part of Democracy.

10. **OTHER BUSINESS**

10.1 Next Meeting Agenda

- ◆ Delegate Assembly Results

10.2 Announcements

10.2.1 The next Sanborn Regional School Board meeting will be held on **Wednesday, February 6, 2019 from 6-7 PM** in Room #137. Following the meeting, the First Voting Session (Deliberative) will be held in the Auditorium at 7 PM. The Snow date is February 7, 2019.

10.2.2 The Filing Period for positions on the Sanborn Regional School Board, the Sanborn Regional Budget Committee and the District Moderator will open on **Wednesday, January 23, 2019, and end on Friday, February 1, 2019 at 5:00 p.m.** The candidate filing forms may be obtained at the SAU Office daily from 8:00 AM-4:00 PM. The School District Clerk will be available on the last day to file from 8:00 AM until 5:00 p.m. at the SAU Office located on the 2nd floor of the Sanborn Regional High School, 17 Danville Road, Kingston.

The Second (Voting) Session of the Annual School District Meeting will be held

on Tuesday, March 12, 2019 from 8:00 a.m. to 8:00 p.m. in the Swasey
Gymnasium (Sanborn Seminary Campus) for Kingston voters and in the Newton
Town Hall for Newton voters.

11. **ADJOURNMENT**- Meeting adjourned at 8:36 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.*