

**SANBORN REGIONAL SCHOOL BOARD  
MEETING MINUTES**

**October 24, 2018**

**To view the video of this meeting, please visit our website at [www.sau17.org](http://www.sau17.org) and click on School Board Videos under the School Board menu**

A Joint meeting of the Sanborn Regional School Board and Fremont School Board was held on Wednesday, October 24, 2018. Vice Chairperson, Dr. Pamela Brown called the meeting to order at 6:01 PM. The following were recorded as present:

**SCHOOL BOARD MEMBERS:**

Dr. Pamela Brown, Vice Chair  
Jim Baker  
Larry Heath  
Tammy Mahoney  
Corey Masson (Via remote-Baltimore, MD)  
  
Adam O'Rourke-Student Council Representative

**EXCUSED:**

Peter Broderick, Chairperson

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent of Schools  
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:03 PM by Vice Chair, Dr. Pamela Brown, with the Pledge of Allegiance. Dr. Brown acknowledged the excused absence of Chair, Peter Broderick and the recent resignation of Board Member, Taryn Lytle. She added that Superintendent Ambrose will review the vacancy process in his report. Dr. Brown also acknowledged Board Member, Corey Masson's remote location travelling from Baltimore, MD to Washington, DC.
2. **ACTION ON MINUTES** –Dr. Brown asked for a Motion to approve the Public Minutes of 10-3-18. Motion made by Mr. Baker and seconded by Mr. Heath.  
No discussion. **Vote: All in Favor.**

Dr. Brown asked for a Motion to approve the Public Minutes of 10-10-18. Motion made by Mr. Baker and seconded by Ms. Mahoney.  
No discussion. **Vote: All in Favor**

### 3. COMMUNICATIONS

3.1 Manifests- No Manifest this week

3.2 Resignations

Superintendent Ambrose reported that Rand Duffy (High School Automotive and Woodworking teacher) has resigned to take another position.

**Dr. Brown asked for a Motion to approve the resignation of Mr. Duffy. Motion moved by Ms. Mahoney and seconded by Mr. Baker.**

**Vote: All in Favor**

3.3 Nominations-None

3.4 Superintendent's Report- Superintendent Ambrose reported the following:

◆ The Sanborn Seminary Task Force is happy to announce we have reached a tentative agreement between the town of Kingston and the Sanborn Regional School District regarding the Seminary property. The tentative agreement states that the seminary property will be swapped for land at the fairgrounds in Kingston. As a result of careful negotiations, no money will be involved in this exchange. Usage of the sports fields at both locations will continue to be maintained and managed by the school district with Little League retaining first priority during their season. The agreement will not be finalized until the town of Kingston and the Sanborn School Board have agreed upon legal language and inspections have been finished. There will also be a public hearing on this agreement at a future school board meeting. We have worked hard to come to an agreement that meets the needs of all parties involved and we hope you will support this proposal at the polls.

Superintendent Ambrose pointed out that this Agreement will have to be a Warrant Article this March that will be decided upon by the voters. More information will be forthcoming.

◆ The School Board resignation of Ms. Lytle is regretfully accepted and he thanked Ms. Lytle for the hard work she did on the School Board. The process for replacement would require that anyone interested in the position submit a letter of intent to the Superintendent's office by November 1<sup>st</sup>. The two currently seated Board Members will interview and choose the person to be in the seat for the remainder of this year. If the person would like to stay in the position, they would have to run for the position in March and potentially be voted in for the rest of the term which is another year.

◆ The Superintendent's Safety Advisory Committee has planned a teacher training on Friday, November 9th (a Professional Development Day) to inform them on new safety protocols. The details that he can provide (without compromising safety) to parents will be in the form of a YouTube video which will be sent out in the near future.

Ms. Mahoney asked about the process for selecting a replacement on the Board as it relates to what is public. Mr. Heath commented that during his process to be seated, the meeting was posted publically and the public were present during the interview session. However, there was a non-public portion in which voting was done (the negotiation portion). Mr. Masson concurred. Superintendent Ambrose will obtain guidance from legal counsel.

#### 4. COMMITTEE REPORTS

4.1 Policy – Dr. Brown reported that the next meeting is on 11/7 at 4: 45. Superintendent Ambrose thanked Assistant High School Principal, Bob Dawson for working hard on 80+ “J” policies. There will be a system for those policies to come to the Board in sequential order. There are an additional 100 policies ready to come to the Board as well.

4.2 EISA- Ms. Mahoney reported there have been 2 meetings since the last Board Meeting with the focus being on discussion of College and Career Readiness Indicators, Student Success Indicators (In class of 2018, 72.26% met the Indicators and 84.67% were accepted to a 2 or 4 year school or a Trade School/ Apprenticeship), PACE Data, and the Paraprofessional presence at schools (for Regular Education). The next meeting is 11/29.

Ms. Masson asked about describing the Mission of EISA. Ms. Mahoney responded that this will be discussed in Item #6.1 later this evening.

Dr. Brown commented that as an EISA member as well, she is pleased that other Indicators are used and in the 72% result being reached, given the disappointing SAT results.

4.3 Facilities- Mr. Baker reported the next meeting is 11/7 at 4PM.

4.4 Finance- Mr. Baker reported that the group met on Oct 17<sup>th</sup>. The school board members present were Tammy Mahoney and Jim Baker. The Business Administrator Michelle Croteau was also present.

The Business Administrator reviewed the following items; the purpose of the reserve funds currently serving the district, how the funds were established, how they are funded and how costs are approved for disbursement. The current balance of those funds will be provided.

They reviewed the Sept 2018 expenditure reports for the General Operating Budget along with Health and Dental which are a part of the General Budget but reported separately. The amounts reviewed covered the period from 7/01-9/30/2018. The total was \$2,470,746.12 of that \$544,922.81 was for Health and Dental.

Ms. Croteau also provided a review of the account codes and the structure used in tracking school expenses and balances through the fiscal year.

They also reviewed the account used to hold 503(b) funds. This is an employee savings fund. They adopted a change to the language in the appendix adding an additional state approved vendor.

Also reviewed and approved were balance transfers from the general fund balance to specific accounts and also transfers among several accounts. The total of the funds reviewed was \$954,169.44.

The next Finance Committee meeting is scheduled for 11/14 @ 4:30 PM.

- 4.5 Public Relations-Ms. Mahoney, as the new Chair will announce a meeting soon.
- 4.6. Personnel- Mr. Baker reported that the Superintendent Survey results are in and will be forthcoming. Dr. Brown commented on the hard work done by Ms. Lytle on the survey.
- 4.7 SST-Superintendent Ambrose reported that SST is considering adding an Electrical program and a Plumbing program. If they do add these programs, they are asking if we can fund more seats. SST is also in the process of creating their budget for next year and it appears that tuition will be roughly \$2100 per student. He will let us know the final number on both counts. He praised the attributes of the program.
- 4.8 Seminary Discussion- Dr. Brown commented that as a member of the Task Force, they worked hard to come to an agreement and look forward to a Public Hearing and hearing questions.
- 4.9 Budget Committee-Mr. Heath reported that the Budget Committee met on 10/11 and covered the points they would like to see in the new teacher contracts as well as

budget preparations. Superintendent Ambrose thanked Ms. Collyer for her hard work in culling through questions and streaming them.

5. **STUDENT COUNCIL REPRESENTATIVE REPORT**

Mr. O'Rourke reported that on Tuesday, 9/9 the Student Council attended the annual fall conference at Camp Lincoln at which they enjoyed leadership and team-building activities. On Friday, 11-9, they will attend the overnight Waterville Valley Conference to plan future events. The Senior Day of Caring took place on 10-10 with a host of helpful activities and the 1<sup>st</sup> year at the Austin 17 House. On 11/18, the honorary members of the Council were chosen and all the class councils and the Student Council are all set.

Dr. Brown asked if he visits the other Student Councils in the District. Adam responded that he does to make sure things are running smoothly.

6. **OLD BUSINESS**

6.1 Policy BD-E-E Committee Missions and Statements of Purpose

**Dr. Brown asked for a Motion for a 1<sup>st</sup> and 2<sup>nd</sup> Read, moved by Mr. Heath and seconded by Ms. Mahoney.** Dr. Brown reviewed the changes. No discussion.

**Vote: All in Favor**

6.2 NESDEC Next Steps/Update on Survey

Superintendent Ambrose reported that there were 591 responses to the community survey. To see survey results, [please click here](#).

The survey was a "dipstick" to obtain the pulse of the community and the next step is to hear from the Board regarding the direction they want administration to move in to analyze different options and to answer questions in detail. Once that is done, the results will be brought to a Public Hearing.

**Mr. Heath made a Motion to have the Superintendent investigate and plan for moving the 7<sup>th</sup> and 8<sup>th</sup> graders to the High School, ensuring that the Middle School students are segregated from the High School students and the Middle School experience will be maintained. This will include costing out the details of transportation, materials, construction at the High School, and maintaining the unused portion of the Middle School. Motion seconded by Mr. Masson.**

Ms. Mahoney asked for clarification on the grades Middle School is referencing. Mr. Heath answered 7<sup>th</sup> & 8<sup>th</sup> at High School and 6<sup>th</sup> goes to Elementary Schools.

Mr. Baker proposed an amendment to the Motion that states: **The Superintendent will fully analyze the benefits and challenges involved in moving the 7<sup>th</sup> and 8<sup>th</sup> grade to the High School and closing the Middle School and moving the 6<sup>th</sup> grade to the elementary schools.**

Mr. Masson commented that it should be simple and cover all bases; people processes, programs and finances. It should also take under advisement the community's comments and mention reporting out to stakeholders.

Dr. Brown commented that the community has asked great questions involving the fiscal impact of configurations and we should explore more of them. However, the RSA defines elementary schools as grades 1-6 and this is the agreement we have with the towns, so to be in compliance we can only legally explore this option at this time.

Dr. Brown asked for a vote on Mr. Baker's amended Motion. Mr. Heath retracted his Motion. Mr. Masson retracted his second proposed amendment to Mr. Baker's Motion.

**Vote: 3 in Favor, 2 opposed (Masson, Heath) of amended Motion. Motion passes.**

Superintendent Ambrose brought up the timeline for completing this, given budgetary constraints. Discussion ensued. A possible timeline will be ready to report on sometime after December.

7. **PUBLIC COMMENT**

Kelley Cullivan- (Newton)

- Articles of Agreement between towns should be changed.
- Majority of responses said to keep schools the same, why explore moving 7<sup>th</sup> & 8<sup>th</sup> to High School? All cost comparisons should be made, including keeping them in place.

Jamie Fitzpatrick (Newton)

- looking forward to Grading Presentation with details.

Cheryl Gannon Kingston)

- Echoes concerns of 1<sup>st</sup> speaker that majority wanted to keep the Middle School in place.
- What is rush to change if Articles of Agreement have been out of compliance for 40 years.
- What are costs of NESDEC study and financial implications of exploring option that was approved this evening.
- Sorry to hear of Ms. Lytle's resignation from the School Board. She was hard working and made valuable contributions to discussions and decisions, without personal attacks on those she may not have agreed with. She wishes her the best of luck and hope she remains active as a private citizen.

Tammy Gluck (Newton)

- Asked for clarification on Articles of Agreement and compliance issue. (Mr. Ambrose explained that RSA for Elementary school in Cooperative School District is K-6 or K-8. We built the Middle School for a larger population that didn't show up. We are technically out of compliance at Bakie with their K-5, but not in Newton as both schools are on same property. The NESDEC options for other configurations cannot be pursued without changing the original Articles of Agreement which stated there should be an elementary school in both towns.
- Board should take time with this decision.
- Looking forward to Grading Presentation. Believes our transcript is clear and understandable and that Sanborn prepares students well for the future.
- Thanked Ms. Lytle for her service on the Board. Being a parent and educator as she is, her perspective was great. Mr. Masson is also a dedicated School Board member and brings balance to the Board. She thanked the entire Board for their dedication as well.

Mary Cyr (Kingston)

- Exploring the feasibility of a NESDEC option does not mean it is going to happen. The survey was a litmus test and not a vote or in any way a binding decision. Keep an open mind and let the due diligence happen with facts and data so Board and Administrators can look at this logically and make educated intelligent decisions about what is best for community.

Donna Harvey-Mosley (Kingston)

- As a parent and educator, she did not hear anything from the Board tonight about what is best for the children. Research is important, but the first question and the most important question should be what is best for the children we serve.

Kelley Cullivan (Newton)

- Further questions on Articles of Agreement; why does Danville or other communities not have K-6. (Mr. Ambrose answered that our Articles of Agreement, established in 1966, state we need to have an elementary school in both towns which by RSA statute is K-6).

8. **NEW BUSINESS**

8.1 Overnight Field Trips

8.1.1 High School/Student Council Fall Conference-Waterville Valley led by teacher, Bari Boisvert. **Mr. Ambrose asked for a Motion to approve, moved by Mr. Baker and seconded by Mr. Heath.**

**Vote: All in Favor**

8.1.2 High School/Trip to NYC for Arts and History Enrichment led by teacher, Erin Smith-Davis. **Mr. Ambrose asked for a Motion to approve, moved by Mr. Baker and seconded by Mr. Heath.**

**Vote: All in Favor**

8.2 Class Scheduling at High School- Brian Stack

To view Principal Stack's slide presentation, [please click here.](#)

Superintendent Ambrose asked that any questions be emailed to him and Mr. Stack can return to address them.

8.3 Grading Presentation-Michael Turmelle

To view Mr. Turmelle's slide presentation, [please click here](#)

8.4 Approval of Sanborn Information Pamphlet

Superintendent Ambrose shared a pamphlet highlighting aspects of Sanborn Regional School District for use with realtors who will share it with home buyers. **Dr. Brown asked for a Motion to approve the pamphlet, moved by Mr. Heath and seconded by Ms. Mahoney.**

Mr. Baker asked about distribution details. Mr. Ambrose is planning a realtor breakfast to discuss Sanborn and realtors will give them to prospective home-owners. The cost will be under \$200 for right now.

Ms. Mahoney asked about the date for the realtor meeting and if he could address with realtors, the question of potential changes to home values if a NESDEC option is put in place.



Mr. Ambrose will have the breakfast in the next month and requested that any questions for realtors be sent to him to address with them.

Mr. Masson asked about the photos of students and if permission was granted to use them. Mr. Ambrose responded, "Yes" that Mr. Stack took care of that.

**Vote: All in favor.**

8.5 Adoption of 403(b) Agreement-Ratify and Confirm Amendment

**Mr. Baker made a Motion to ratify and confirm the amendment to Appendix 1 of the Adoption Agreement for the 403 (b) Plan document for Public Education organizations dated November 18, 2008 to include Lincoln Investment effective June 1, 2009. Motion seconded by Ms. Mahoney.**

Mr. Baker added that Lincoln Investment is a vendor approved by the State. Ms. Croteau explained that this is a housekeeping item and the district has been working with this vendor for quite some time. No discussion.

**Vote: All in favor**

8.6 Review of Reserve Funds and Fund Balance Retention

Ms. Croteau explained that this involves planning for future needs and putting funds aside for the future. Although creating the budget is an annual process, there are ways to stretch that beyond the yearly cycle to retain funds for future needs. Ms. Croteau reviewed the funds with the Board.

8.7 MS-24 and Retention of Unreserved Fund Balance Retention

Ms. Croteau explained both the MS-24 (revenue projections) and \$ 1.5M Fund Balance Retention and the cap or 2.5% of that.

9. **2<sup>nd</sup> PUBLIC COMMENT**

Jamie Fitzpatrick (Newton)

- Point of order on Public Comment; all of public should be welcome to speak.
- Thanked Mr. Turmelle and pointed out information he has an issue with.

Cheryl Gannon (Kingston)

- Thanked speakers for hard work on presentations.
- Some print too small to see. Where to find on website? (Ans: front page)
- Glad SST may offer Electrical & plumbing
- Paraprofessionals may not meet the needs of students as a teacher would.

Annie Collyer (Newton)

-Attended EISA meeting and is pleased with findings of Benchmarks and the details of it.

-Mr. Stack's presentation shows we fulfill School Board Policy and more. School Board should review the policy as well as minimum class size.

10. **OTHER BUSINESS**

10.1 Next Meeting Agenda

Send requests to Mr. Ambrose

10.2 Announcements

10.2.1 There has been a resignation from a Sanborn Regional School Board representative from the town of Kingston, NH. The School Board is inviting any Kingston resident who has an interest in serving on the Board, to send a letter of interest to the Chairperson of the School Board. Because the Kingston, NH seat was vacated before the end of the term, the replacement chosen will serve until the next Public Election in March, 2019. Please direct letters of intent to:

Peter Broderick, Chair  
Sanborn Regional School Board  
17 Danville Road  
Kingston, NH 03848

All letters must be postmarked or delivered to SAU office no later than Thursday, November 1, 2018. The office is open from 8AM to 4PM.

11. **NON-PUBLIC SESSION** –RSA 91-A: 3 II (c) (d)

Dr. Brown asked for a **Motion to enter into a Non-Public Session per RSA 91-A: 3 II (c) (d) moved by Mr. Heath and seconded by Ms. Mahoney.**

**A Roll Call vote was held. Vote- All in Favor**

12. **ADJOURNMENT**- Meeting adjourned 10: 28 PM

Minutes Respectively Submitted by:

Phyllis Kennedy  
School Board Secretary

**(Continuing Public on Next Page)**

**SANBORN REGIONAL SCHOOL BOARD**  
**PUBLIC MEETING MINUTES- CONTINUED**

**October 24, 2018**

Sanborn Regional High School  
Kingston, NH

10:30 PM

In attendance: James Baker, Pamela Brown, Larry Heath, Tammy Mahoney,  
Corey Masson, (via remote connection in Baltimore, MD).

Others in Attendance: Thomas J. Ambrose, Superintendent,  
Michele Croteau, BA (departed at 10:45 PM)

**Motion was made by Mr. Heath to rescind a previously approved request for Early Retirement, seconded by Mr. Baker.**

**Roll Call Vote: All in Favor**

Meeting adjourned at 11:10 PM

Recorder: Thomas Ambrose