

**SANBORN REGIONAL SCHOOL BOARD  
SANBORN REGIONAL BUDGET COMMITTEE**

**JOINT MEETING MINUTES**

**November 6, 2019**

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

A joint meeting of the Sanborn Regional School Board and the Sanborn Regional Budget Committee was held on Wednesday, November 6, 2019. Respective meetings were called to order at 6:03 p.m. by Sanborn Regional Budget Committee Chairperson, Annie Collyer and 6:12 by 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  
Jamie Fitzpatrick  
Tammy Mahoney

**STUDENT COUNCIL REPRESENTATIVE**

Erin Gillespie

**SRSD BUDGET COMMITTEE MEMBERS:**

Annie Collyer, Chair  
Moir Bashaw, Vice Chair  
Mary Cyr  
Cheryl Gannon  
Vanessa Matias  
James McCarthy

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent  
Matthew Angell, Business Administrator

**ABSENT:**

James Doggett (Budget Committee)

1. BUDGET COMMITTEE CALL TO ORDER- Budget Committee Chair, Annie Collyer called the meeting to order at 6:03 PM followed by the Pledge of Allegiance led by 13 members of the Student Council from the Bakie Elementary School. Bakie Principal, Christopher Snyder introduced the group and presented them with Pledge Certificates from Superintendent Ambrose.

Chair Collyer noted that all BudgetCommittee members are seated except for Jim Doggett who is absent this evening.

1.1 Budget Committee seats new member-Chair Collyer asked for a report from the Kingston Vacancy Subcommittee. Ms. Bashaw explained that the group convened for a re-vote as there was some controversy over a vacant seat for a Kingston member and whether or not the At-large representative should have voted or not. The subcommittee decided to take a re-vote where the At-large member recused herself from the vote because they didn't want this to have any bearing on the future or to take away from what they are trying to do. She added that they are not saying this should or should not have happened. The re-vote was unanimous for Vanessa Matias as the Kingston representative on the Budget Committee.

**Ms. Bashaw asked for a vote to accept the Minutes from the Subcommittee meeting of 11-1-19, seconded by Ms. Gannon.**

Ms. Gannon asked that the Minutes be amended to say that she wanted to enter the names of the 4 candidates, not to change the names of the 4 candidates.

**Vote: All in Favor with Amendment**

2. School Board Call to Order-Chair Broderick called the School Board meeting to order at 6:12 PM.
3. ACTION ON MINUTES- Review of Public Minutes of [10-16-19](#). **Chair Broderick asked for a Motion to approve the Minutes. Motion made by Dr. Brown and seconded by Mr.Heath.** No discussion.

**Vote: All in Favor**

#### 4. COMMUNICATIONS

4.1 Distribution of Manifest Documents-Payroll Check Register # 9 in the amount of \$834,729.88 dated 11-7-19, Manifest Check Register # 11 in the amount of \$1, 214,120.32 dated 11-6-19. Signatures were obtained by the Board and Administrators.

4.2 Nominations-none

4.3 Resignations-none

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

For the purpose of public notification, he thanked the Board for the virtual approval of the 11-7-19 Student Council overnight field trip to Waterville Valley, NH for their State meeting with other Student Councils.

The New England School Development Council (NESDEC) released their projections based on our current enrollments and they came back exactly as they predicted in their initial analysis two years ago; that we would be down by 30 students. So, for those folks who are skeptical about the reorganization or the purpose of it, the numbers are exactly on target and they are not specific to one grade but sprinkled throughout all of them. The trend of declining enrollment in NH continues.

The work of the reorganization continues with everyone working very, very hard on 3 facets; parent focus groups, staffing and the physical lay-out.

#### 5. COMMITTEE REPORTS

5.1 Policy- Dr. Brown reported the Policy Committee met tonight and finished reviewing the *Code of Ethics* policy. There will be 15-20 policies ready for review at the next school board meeting. The next subcommittee meeting will be held on December 4th at 4:45 PM in Room 102 at the High School.

5.2 EISA- Ms. Mahoney said that the group met on October 16th.

In attendance: Chair Tammy Mahoney, Electra Alessio, Jamie Fitzpatrick, Superintendent Tom Ambrose, Director of Academics, Professional Learning and Student Affairs Patty Haynes, Director of Guidance Heidi Leavitt, HS Principal Brian Stack and HS Assistant Principal Bob Dawson. Called to order by Mahoney at 4:45 pm. Meeting was held in the SAU conference room. Minutes of the 9/18/19 meeting were reviewed and approved.

Available performance data for the high school was discussed, including PSAT and PACE scores. The lower grade PACE scores are not yet available from the NHDOE. PSAT testing took place earlier that day in grades 9-11, and the district should have the results in December. Ms. Leavitt reported that seniors used the day for career path exploration, which included an option for field trips to SNHU and Manchester Community College. A full busload of students opted for this, offering them an opportunity to tour those campuses. This was well received and the district expects to continue this practice.

PACE scores highlight the need for improvement and intervention in every area. The benchmark score is 3; however, all areas which were tested averaged lower. Math is already an identified area in need of critical improvement, which is supported by these test results: 2.24% of Math 1 and 16.27% of Math 2 students met the benchmark score of 3. Mr. Stack reported that a math interventionist has begun targeting 9th and 10th graders in need of assistance, to assess how to help them meet the benchmarks. The NWEA testing will be a primary diagnostic tool, as it helps in pinpointing areas of weakness. A reading interventionist has been identified and will begin working similarly.

The committee also continued our discussion of goals for this school year. Since math is a critical focus for the district, one goal will encompass the objective of developing a plan to improve math instruction, with another to develop year-end benchmarks for grade levels K-6 math. This district would also like to explore a new grade reporting system, and determine what and how much information is important for inclusion. These will be presented for adoption at the next committee meeting.

In a discussion of the Portrait of a Graduate, Dr. Haynes reviewed the version which will be presented to the board. Meeting was adjourned by Mahoney at 6:00

The next EISA meeting will be held on Thursday, 11-21-19 at 4:45 PM in Room 102 at the High School.

- 5.3 Facilities-Mr. Baker reported that the committee met this afternoon. They reviewed the Reserve Fund Balances which were pretty much the same as the last report. They also reviewed a number of architectural proposals and narrowed it down to 3 firms which they think would be qualified and have asked for some additional information as far as projects done and costs of projects, so they can compare them as far as expenses going forward. They are also looking at contract rate sheets To see what their hourly rate is in comparing all aspects of costs. The next meeting is December 4th at 3:45 PM in Room 102 at the High School.
- 5.4 Finance-The Finance Committee has not met since the last meeting and The next meeting is scheduled for November 21st at 3:45 PM.
- 5.5 Public Relations-Ms. Mahoney reported that the next meeting is scheduled for November 13th at 3:45 PM.
- 5.6 Personnel- Dr. Brown reported that the next meeting is November 13th at 5 PM.
- 5.7 SST-No report
- 5.8 Seminary-No report
- 5.9 Budget-Mr. Heath reported that the group met on Thursday, October 24th At 7PM. They had a question and answer session regarding the budget with Business Administrator, Matt Angell and reviewed the guidelines for setting up the Budget Committee. The next meeting is November 21st at 7 PM.  
  
Ms. Mahoney asked Mr. Heath about a legal opinion he offered at the meeting. Chair Broderick said this will be discussed in the non-public meeting.
- 6.0 Wellness-No report

- 6. STUDENT COUNCIL REPRESENTATIVE REPORT- Ms. Gillespie reported that the Council held *Kindness Matters* week with events that focused on the subject as follows:  
Monday- Everyone Has a Name Day with name tags worn and efforts made to get to Students. Tuesday-Mix it up Day where students sit with those they may not know.

Wednesday, Thursday and Friday- Random Acts of Kindness with winners recognized at the end of the week. This event went so well that they will continue similar acts throughout the year. Tomorrow the State-wide Student Council Leadership Conference will be held in Waterville Valley, NH which they are excited to attend.

7. 1st PUBLIC COMMENT-None

8. NEW BUSINESS

8.1 2020-21 Budget Presentation- Superintendent Ambrose began with a video of "Did You Know?" statistics related to SRSD which led into his slide presentation Presenting his Proposed Operating Budget.

To view the slide presentation, [please click here](#).

8.2 Impact Fee Letter Approval- Business Administrator, Matthew Angell explained that an Impact Fee is when a town assesses new development, the impact of that development to infrastructure to a community. So, Newton and Kingston collect money from new development and they hold it until the School District can come up with some sort of capital need related to the expansion of the school. Back in 2005, the school district voted to build this great building and so the Impact Fee letter is authorization from the School Board to draw down on Impact Fees from each of the member communities. Kingston is somewhere around 86K and Newton is about \$22-23K. All of this can be included as revenue that reduces the tax rate and it's for paying debt service. I am asking the School Board is to authorize me to release these letters tomorrow to each of the member towns, asking them to draw down the funds..

**Mr. Baker made a Motion to release the Impact Fee letters, seconded by Mr. Heath.**

**Vote: All in Favor**

9. BUDGET COMMITTEE ADJOURNS - **Chair Collyer asked for a Motion to adjourn, moved by Mr. McCarthy and seconded by Ms. Matias.**

**Vote: 6 in Favor, 1 opposed (Gannon). Motion passes.**

(After a 5 minute break, Chair Broderick calls the meeting back to order at 7:01 PM.)

## 10. OLD BUSINESS

- 10.1 Tax Impact Update- Mr. Angell reported that the Tax Impact and the Special Fund update was a discussion that was revolving around the 400K Contingency Fund. He felt that Newton set that tax rate too quickly and he sent a letter to the DRA asking them to hold off on their tax rate setting. (Chair Broderick clarified that a snafu in when the DRA received the letter resulted in Newton already having set their rate and it was not in our control).

Mr. Fitzpatrick further clarified that this was money put aside with the intent that there be an opportunity to review that before the rates were set. Through snafus or what have you, the rate setting has occurred without being able to review that for the town of Newton. This does not mean this money is forfeited or available to be spent. It is in a lockbox and still available for Board decisions which would depend on what decision would be most impactful since the rate has already been set.

Mr. Angell added that the money can be used for only 2 purposes; to reduce the tax rate so that the Board can release the funds, which at this point it would affect the tax rate for the next tax rate setting (December of 2020) and secondly, for an Emergency Expenditure like a roof collapse and would need approval from the Budget Committee, the School Board and the Department of Revenue Administration (DRA).

Mr. Baker asked if there was another part to that, where it is not just used for an emergency but it has to be an existing fund where the entire budget is expended. Mr. Angell confirmed that question.

Ms. Alessio commented that this is a good lesson for us and we should have looked at this in June as opposed to now. She thought that when we signed off on the MS-25, that the 400K was included in that. We should mark our calendars to look at unexpended funds in June and whether they can be used to decrease the tax rate.

Mr. Baker commented that we need a timeline of deadlines at the State Level and Town level.

Mr. Ambrose commented that we have been as conservative as possible and have returned close to a million dollars to the community since he has been Superintendent. As we tighten up this budget, that will stop happening. So the idea is that it helps equalize taxation. Our goal is to flatten out the tax rate.

10.2 Special Fund Update-covered in previous paragraph.

10.3 Revised 2020-21 Academic Calendar- Superintendent Ambrose reported that the Previous calendar has 2 extra staff days (188 instead of 186) which were revised to the correct number.

**Chair Broderick asked for a Motion to approve the Revised 2020-2021 Academic Calendar, moved by Ms. Mahoney and seconded by Mr. Baker.**

**Vote: All in Favor**

11. SECOND PUBLIC COMMENT

Corey Masson (Newton)-Thank you for presentation. The Subcommittee Minutes need to be updated. Student Achievement is not a focus in School Board Goals or on EISA Committee and did not come up once tonight. Facility Improvements are great but not blazing a path for academics. We have student achievement gaps that the board need to be monitored by the Board.

Annie Collyer (Newton)-Was the first slide shown tonight on suicide and depression rates taken from this year's data or last year's? ( Ans. from Mr. Ambrose- that was from the most recent *Youth Risk Behavior Survey* which would have been in my 1st year in 2018-19 and will be updated). She hopes it will be updated and that the 1:1 relationship building (from Guidance Department) continues as it is a measurable outcome for the District.

Kristin Storgyn (Kingston)-The focus on suicide and depression awareness should focus on the younger grades as well as high school. Recent events in this area prove that it needs to be a priority. Bullying is also a problem that need to be addressed. Mr. Ambrsoe answered that these issues are being addressed in all grades.

Cheryl Gannon (Kingston)-I'd like to thank the administration for preparing the project proposal tonight.'m sure that a lot of work went into a lot of difficult time that we're going through as a district. That being said, I felt very disappointed that I was not able to ask clarifying questions.The presentation was given a rapid speed and it was very difficult to be watching, looking up at the screen and then trying to take notes. When I asked a question in public, as our superintendent often says, I asked a question public because I want the public to hear the answer. It's not my personal question.



Mr. Ambrose answer that the process is adopted by the Board and Budget Committee and he will not debate it tonight.

Christine Cowden (Kingston)- She is part of the Bakie Parent Focus Group and visiting the Memorial School was very enlightening so she hopes that groups from Memorial will also visit Bakie. The security at Memorial School's entrance should continue as she hopes it is still on someone's plate. (Mr. Ambrose-this is still important and being taken in steps). Safety will be improved if renovated but is still very safe right now.

Krystal Brown (Newton)-Regarding the schools seeing each other, as PTO President there will be crossover events that will foster this at both schools.

Mary Cyr (Kingston)-Regarding Budget Committee Vacancy, in the three years that I've served on the budget committee, there have been in the past two years, three instances where the role of the At-large candidate has come into play in appointing a replacement for a vacancy. And a couple of times it has been contested. And I just want the public to know that several people have gone to our local State Representatives, myself included to see clarification through legislation we all know that Sanborn has come up at the center of case law, much to our chagrin, you know, we don't want it to happen again. And I as the At-large member, I'm perfectly fine, whichever way they decide, but I've already received a response from one of the state reps in District 13, Ken Wyler, who said that the period for filing House legislation may have passed. But I know Miss Collyer has contacted her folks in Newton. And he is going to be looking for a friendly amendment that he can attach this to get clarification for this. So it doesn't come up again. And he said that in the event, he can't find that avenue, that he is going to find a senator to sponsor some kind of amendment to RSA 671 33 to make it clear for everybody, because it has happened three times in the last two years here, it is certainly happening in other cooperative districts. And so I just want for the record for the for the public to know that. And that's part of the reason why we agreed to say, look, we didn't do anything wrong. It's not a legal issue. It was a legal opinion that was rendered for our subcommittee and we decided rather than be a distraction to the district, rather than disenfranchise our new colleague, Ms. Matias by not allowing her to be part of this process, that we were going to go ahead and concede and allow the re-vote without my participation. Going forward, the hope is that the At-large member will be clarified for everybody because they have taken this call-to-action very seriously.

## 12. OTHER BUSINESS

- 12.1 Next Meeting Agenda
  - Policies (tentative) depending # of budget questions

12.2. Announcements

12.2.1 The next Sanborn Regional School Board meeting will be a **Joint meeting with the Budget Committee held on Thursday, November 21, 2019** from 7:00 pm 9:00 pm in the Library at Sanborn Regional High School.

13. NON-PUBLIC SESSION- RSA 91-A: 3 II

**Motion made by Mr. Heath to enter into Non-Public Session at 7:21 pm, seconded by Ms. Alessio. A Roll Call vote was held of all members present.**

**Vote: All in Favor with a Roll Call Vote**

14. ADJOURNMENT- Meeting adjourned 7:22 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.

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**Sanborn Regional School Board Public Session  
Continuing Public Minutes  
November 6, 2019  
Kingston, NH**

**Motion by Mr. Heath to exit the Non-Public session at 9:30 PM, seconded by Ms. Alessio.**

**Vote-All in Favor with a Roll Call Vote.**

The public meeting resumed at 9:30 PM with all School Board members present.

**Motion made by Mr. Broderick to increase the Superintendent's salary by 10K and 5K bonus for each goal achieved and to extend contract by one (1) year to make it a three (3) year contract. Motion seconded by Mr. Heath.**

**Vote-All in Favor**

**Motion made by Mr. Fitzpatrick to authorize the Superintendent to negotiate with potential tenant for the Middle School. Motion seconded by Ms. Alessio.**

**Vote: All in Favor**

**Motion to adjourn made by Mr. Heath, seconded by Mr. Baker.**

**Vote: All in Favor**

Meeting adjourned at 9:42 PM.

Recorder: Mr. Angell