

**SCHOOL DISTRICT
SEABROOK SCHOOL BOARD MEETING
SEABROOK MIDDLE SCHOOL LIBRARY
256 WALTON ROAD
SEABROOK, NH**

June 10, 2013

Approved by the Board – August 19, 2013

Officials:

Chairperson – Bruce Casassa

Vice-Chairperson – Michael Chase

Board Member – Kathy Cronin – Absent

Board Member – Jon Moore

Board Member – Jessica Brown

6 Members of the Public

SAU Superintendent - Dr. Robert Sullivan

SAU Assistant Superintendent - Barbara Hopkins

SAU Business Administrator - Bill Hickey

Seabrook Elementary Principal - Teresa Morin-Bailey

Seabrook Middle School Principal - Les Shepard

Seabrook Middle School Assnt. Principal – Bryan Belanger

Special Education Director - Anna Williams

- 1) **Call To Order:** Bruce Casassa, School Board Chairperson, called the meeting to order at 6:06 PM.
Board Members Present: Bruce Casassa, Michael Chase, Jessica Brown, and Jon Moore. Absent: Kathy Cronin.
- 2) **Pledge of Allegiance:** The Board Led the Pledge of Allegiance.
- 3) **Public Comment On Agenda Items:** No comments were stated.
- 4) **Approval of the Minutes**
 - a) **May 13, 2013 Public and Non-Public Minutes:**
 - **MOTION: Michael Chase motioned to approve the Public and Non-Public Minutes of May 13, 2013, as presented. Jessica Brown – Second. No discussion. VOTE: UNANAMIOUS**
- 5) **Reports**
 - a) **Superintendent’s Report:** Superintendent Sullivan and Assistant Superintendent Hopkins, reviewed the following items from their written reports - included in the Board packet:
 - i) Upcoming important dates have been listed in the packet.
 - ii) WHS graduation will be held on June 14.
 - iii) A copy of the leadership topics, discussed at the May meeting, has been included in the packet.
 - iv) Dr. Sullivan will attend the Commissioners Conference from June 23 5o June 26.
 - v) The teacher evaluation process is under review and discussion is taking place on how to coordinate school board representation into the process.

Dr. Sullivan asked the Board for permission to change the wording – “Food Service Program” to “School Nutrition Program.” This is the new term used and many grant opportunities refer to the latter term.

- vi) Ms. Hopkins’s Curriculum Matters, has been distributed to the Board.
 - vii) Training videos for emergency procedures are under production.
 - viii) A Networking Workshop will be held on August 14 at Portsmouth High School.
 - ix) Various teacher workshops are being proposed for June 25.
- b) Principals’ Report – SES and SMS: Seabrook Elementary Principal Morin-Bailey, Seabrook Middle School Principal Shepard, and Seabrook Middle School Assistant Principal Belanger, reviewed the following items from their written reports - included in the Board packet:
- i) SES Step Up Day will be held on June 4.
 - ii) United Way has provided backpacks of goodies for preschool students.
 - iii) The K to grade 4 report card has been updated and all are the same format now.
 - iv) The Reading Carnival has been moved to Thursday, in the hope to avoid the rainstorms.
 - v) Grade 8 students participated in their Spirit of Boston Cruise.
 - vi) The grade 8 NYC trip was great, but wet.
 - vii) The SAU Wide 24 Tournament was held at the SMS Library – Jason Lee and Adam Bourke of SMS won the event.
 - viii) The SMS Band received a medal and the SMS Chorus received a bronze medal at the Great East Music Festival.
 - ix) SMS will conduct an end of the year parent survey to gather parent feedback.
 - x) Nine SMS Spanish students placed in second year Spanish at WHS – this is a result of the change in the grade 8 Spanish schedule, as the class became a full-time course.
 - xi) SMS students – Breanna Nielson and Hailey Minkle won the NH Junior Poetry Contest.
 - xii) The SMS staff attended the NH Edies Awards - where they received the NH Middle School of Excellence Award.
- c) Special Education Report: Special Education Director Williams reviewed the following items from her written Special Education Report – included in the board packet:
- i) The May placement resulted has cost the district \$2,500 for tutoring – this amount can be covered from budget money.
 - ii) Ms. Williams recommended and requested that the Board approve a two day training for paras – to be held before school the start of school in August. The cost of the training can be covered from cost savings related to a retirement. The position will not be filled.

iii) Dr. Sullivan clarified that the para contract is not being changed – the training is on a voluntary basis and the participants will fill out time cards. The training will better prepare the paras for the beginning of the school year.

- **MOTION: Michael Chase motioned to approve the two training days for paras at the beginning of the school year. Jessica Brown – Second. No discussion. VOTE: UNANIMOUS**

d) Maintenance/Facility Report: Facilities Manager, Tony Tavares, reviewed the following maintenance/facility items:

- i) Cost Savings: The Cost Savings Report has been included in the Board packet.
- ii) Chairperson Casassa questioned the outside contractor costs of \$3,100 for the server room. Mr. Tavares explained that the server area needs to be a cool area, so an a/c unit was installed.
- iii) Mr. Chase questioned what the updated fence plan was. Principal Shepard explained that the Safety Committee had chatted about the situation, and they feel that something is needed to protect the courtyard area when the students are out at play. A suggestion was made that the present fence be moved past the middle school parking area and boulders be placed across the lawn. Mr. Tavares estimates that 35 boulders would be needed at the cost of \$2,500. The Maintenance Department would be responsible for locking and unlocking the gate. Mrs. Morin-Bailey is investigating if the kindergarten buses can be dropped off at the front entrance, instead of the courtyard, so that Maintenance would not need to unlock the gate at 11. Mr. Tavares informed the Board that he has money in the operating budget to cover the costs. Further discussion took place. Ms. Brown feels that the present gate is in good shape and looks good where it is, and Maintenance will have to unlock/lock the gate wherever it is located. Mr. Chase suggested that the Safety Committee review the plan and make comments. Further discussion took place.

- **MOTION: Jessica Brown motioned to go ahead with the boulders. Michael Chase – Second. No discussion. VOTE: UNANIMOUS**

Chairperson Casassa informed the administration that the Board gave the authority to go ahead, but if they find out the boulder plan won't work, don't go forward.

- iv) Toilet Paper: Seabrook resident, Lisa Beal, brought forth her concern that the present toilet paper in use, is like sandpaper, and is creating personal hygiene issues. Further discussion took place. Mrs. Beal informed the Board that staff members and parents are sending in boxes of toilet paper for the school to replace the subpar paper. Mrs. Beal expressed that she had great concerns about health problems with the young girls, as they won't use it. Mrs. Beal asked why the school could not afford a better quality of toilet paper for the kids. Further discussion took place. Mr. Tavares responded that he is just hearing about the issue now. Ms. Brown asked that the toilet paper situation be taken care of before school starts in the fall. Mr. Moore asked that the nurse's be consulted so that they can weigh in on what is best to purchase.

e) Finance: SAU Business Administrator Bill Hickey reviewed the following finance items:

- i) Updated Finance Report: Mr. Hickey informed the Board that an updated finance report is in their packet.
- ii) Building Project Update: Mr. Hickey reported that the project bids are coming in and will be sorted through.
- iii) Special Education Update: Mr. Hickey informed the Board that he met with Ms. Williams and they had looked over the expenses and now have a better handle on things.

- iv) Unexpended Funds: Mr. Hickey informed the Board that he believes that the retirement stipend of \$27,300 can be taken out of this year's budget, and asked the Board to consider this at year end. Discussion took place in regard to using unexpended funds on either the purchase of ipads for the elementary staff or a new phone system. Mr. Hickey informed the Board that there would not be enough time to place the phone system out to bid, collect the bids, approve the bid, and issue the purchase orders. Mr. Hickey recommended that the Board approve the purchase of the ipads, as a purchase order can be sent out immediately. Further discussion took place. Mr. Belanger informed the Board that the phone replacement project would be done in two phases. Further discussion took place. Mr. Hickey suggested that a phone/pa system complete package be priced out for budget development in the fall.
- o **MOTION: Jon Moore motioned to go forth with the purchase of ipads. Michael Chase – Second. No discussion. VOTE: UNANIMOUS**
- v) Food Service Update: Mr. Hickey informed the Board that he is forecasting a deficit in the food service budget. Mr. Hickey noted that new federal regulations and lower participation in lunch purchases are most likely the cause. Mr. Hickey has met with Chef Adkins to look over the budget areas. Ms. Brown brought forth her concern that there are less choices this year for students, they only have one choice, and so they just don't eat. Ms. Brown informed the Board that she has heard complaints from parents about the less choice option. Mr. Hickey asked to discuss food services further, at the next meeting. Chairperson Casassa expressed his dismay that this is the second month in a row, that there have been financial shortcomings brought to the Board, and it is not sitting very well. Chairperson Casassa questioned the QZAB Bond and where does the return from the IRS show up in the financial report. Mr. Hickey volunteered to check on this information and bring it back to the Board.
- vi) Security Bids: Mr. Hickey asked the Board to schedule a meeting next week, in order to review and approve the security project bids.
- vii) Roofing Project: Mr. Hickey recommended the Board hire a roofing consultant for the roof project. Mr. Hickey presented the Board with a written job description of the consultant. Mr. Hickey explained that a roof is a very complicated project, and the consultant would be worth the cost. Mr. Tavares presented information to the Board in regard to hiring roofing company – Johns Manville. Mr. Tavares explained that this company writes up the specs for the roof, without a fee. The roof would be a rubber roof. Mr. Tavares believes a consultant is not needed. Mr. Hickey countered that the consultant believes he can bring in the roof project under \$100,000 and that would include his consulting fee. Further discussion took place. Chairperson Casassa asked if Garland had been consulted – as the district has used this company for years – and Garland was doing a 40 year roof warranty for the district, plus custom metal trim work. Chairperson Casassa noted that he was not keen on the Manville proposal, as the Budget Committee had strongly encouraged the School Board to get away from roofing companies that spec'd their own roofing materials. Mr. Hickey noted that a consultant would be a neutral party, which represented the school district's best interest. Dr. Sullivan informed the Board that he had been involved with many major roofing projects through the years, and a consultant is always used. Further discussion took place. Chairperson Casassa informed the Board that he had been advised by two people, not to put a rubber roof on the building, due to the area it is located – high winds, ocean salt, etc. Further discussion took place. Chairperson Casassa expressed his opinion that the Board's job is to look at what is best for the school district and the community. Chairperson Casassa also noted that Garland had installed the last roof, during school, in November, and had saved the school \$30,000. Chairperson Cassasa also stated that he is not in favor of a 20 year warranty – he would like to stay with the 40 year warranty. Superintendent Sullivan recommended that the Board move forth and hire a roof consultant at the cost of \$6,500. Mr. Moore stated that he is in agreement with Dr. Sullivan, but would like at least a 30 year warranty and that the consultant make sure all the new regulations are followed.

- **MOTION: Jessica Brown motioned to hire an independent roof consultant, as long as least a 30 year warranty could be obtained and the project would come in within the budget. Jon Moore – Second.**

VOTE:

YES 3 (Casassa, Brown, Moore)

NO 0

ABST 1 (Chase)

MOTION CARRIES

- f) Other: No items.

6) Continuing Business

- a) Safe Routes To School – Update: Mr. Chase informed the Board that the Safe Routes Committee has finished interviewing engineer firms. The bids have been sent out and once this is finished, there will be a conceptual design meeting.
- b) Internet Speed: Mr. Chase asked if the internet speed in SES had been taken care of. Mr. Belanger responded that he is currently working on the problem and that he has isolated the issue to one server closet. Mr. Belanger plans to rebuild the server over the summer. The speed in the elementary wing is still an issue.

7) New Business

- a) Withdrawal of Funds from the Special Education Expendable Trust Fund: Chairperson Casassa asked for a motion to approve the withdrawal of funds from the Special Education Trust Fund.
 - **MOTION: Michael Chase motioned to withdraw \$20,000 from the Special Education Expendable Trust Fund, to pay for unexpected tuition costs. Jessica Brown – Second. No discussion. VOTE: UNANIMOUS**
- b) Budget Transfers: Mr. Hickey presented the Board with written information on proposed budget transfers. Mr. Hickey recommended the following reallocations be approved by the Board - Salaries – Assoc \$5,000; Prof Service - \$35,000; and FICA - \$25,000.
 - **MOTION: Jessica Brown motioned to approve the transfers of \$65,000, as presented. Michael Chase – Second. No discussion. VOTE: UNANIMOUS**
- c) Awarding of Bids – School Bus Contract: Mr. Hickey presented the Board with written information on the school bus contract bids. Mr. Hickey pointed out that First Student came in with the low bid of \$2,840,651. Mr. Hickey informed the Board that the Student Transport of America bid requires acceptance by all the districts in the SAU. Discussion took place. Chairperson Casassa noted that he likes the propane option with Student Transport. Dr. Sullivan informed the Board that there is still time, if the Board wants to hold off on their vote, until the other districts vote. Chairperson Casassa noted that the Board could table the vote until the meeting next week or place it on the June 27 retreat agenda. Further discussion took place. Chairperson Casassa tabled this item until the June 27 retreat.
- d) Technology Plan: Mr. Belanger presented the new Technology Plan to the Board on behalf of the Technology Committee. Mr. Belanger informed the Board that the State requires the plan to be updated every three years. The Tech Committee included a parent, Mrs. Cronin, the two librarians, the computer person and Mr. Hoy. Mr. Belanger reviewed the following highlights from the new plan:

The committee made the decision to expand into the ipad realm.

- The committee will continue to meet next year and develop various activities in regard to the plan.
- Digital portfolios will be formalized with classroom teachers.
- A survey will be conducted of staff needs.
- Community collaboration was set as a goal – using Alert Now, school websites, emails, new café terminals.
- The committee would like to write a policy and procedure in regard to students bringing in their own device. The students do bring their own devices in, but currently there is not a formal process in place.
- Mr. Belanger recommended the Board approve the plan.
- **MOTION: Michael Chase motioned to approve the Technology Plan, as written. Jon Moore – Second. No discussion. VOTE: UNANIMOUS**

8) **Signing of the Manifest:** The Board reviewed and signed the Manifest.

9) **Next Meeting Date**

- a) June 20 at 5 pm – SMS Conference Room: Agenda – Security Project bids, Retirement Stipend
- b) June 27 at 4:30 pm at the Old Salt, Hampton NH: Agenda – School Bus Contract,

10) **Public Comment On Agenda Items:** No comments.

11) **Personnel**

- a) Administrative Contracts: Moved to Non-Public Session.
- b) Reassignment: Chairperson Casassa asked for a motion to approve the reassignment as presented.
 - **MOTION: Jon Moore motioned to approve the reassignment, as presented. Michael Chase – Second. No discussion. VOTE: UNANIMOUS**

12) **Non-Public Session Under RSA 91-A:3 II (a-e):** Michael Chase motioned to adjourn to Non-Public Session Under RSA 91-A:3 II (a-e). Jon Moore - Second. Roll Call Vote: 4-0

Respectfully submitted,

Elizabeth A. Ross
Recording Secretary