

# Seabrook School District

**Seabrook School Board Meeting**  
**Monday, April 9, 2018 at 4:30 p.m.**  
**Seabrook Middle School Library**  
**258 Walton Road, Seabrook, NH**  
[www.sau21.org](http://www.sau21.org)

School Board Members present: Michael Chase; Chair, Jessica Brown; Vice-Chair, Michael Rabideau, Keith Sanborn, and Forrest Carter, Jr.

Administration present: Dr. Robert Sullivan, Superintendent, Dr. Ronna Cadarette, Assistant Superintendent, Matt Ferreira; Business Administrator, Stephanie Lafreniere; Elementary Principal, Erin Milbury; Middle School Principal, Cynthia Fagan; Middle School Assistant Principal, Mark Dangora, Elementary School Vice-Principal, and Anna Williams; Director of Special Services.

## Call to Order

At 4:30 p.m., Dr. Robert Sullivan, Superintendent of Schools for SAU #21 called the meeting of the Seabrook School Board to **order** and led the **Pledge of Allegiance**. Congratulations and recognition was extended to Forrest Carter, Jr. on his election to the School Board and to Michael Rabideau on his re-election to the School Board.

## 3. Re-organization of the Board/Committee Assignments

Superintendent Sullivan entertained a motion for the nomination of the Board Chair.

Motion: Keith Sanborn motioned to nominate Michael Chase as School Board Chair for the 2018-2019 school year. Second: Michael Rabideau. Motion passed 5-0-0.

Motion: Michael Chase motioned to nominate Jessica Brown as School Board Vice-Chair for the 2018-2019 school year. Second: Forrest Carter, Jr. Motion passed 5-0-0.

### Position (Elected)

Board Chair: Michael Chase

Board Vice-chair: Jessica Brown

### Reorganization – Positions (Appointed)

Budget Committee Representative Michael Chase

Budget Committee Alternative Forrest Carter, Jr.

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SEA Representative	Michael Rabideau
SEA Alternate	Jessica Brown
SESPA Negotiations:	not needed
SESPA Negotiations Alternate:	not needed
NHSBA Delegate	Forrest Carter, Jr.
NHSBA Alternate	Michael Rabideau
SAU Operations Committee Representative:	Michael Rabideau
SAU Operations Committee Representative alternate:	Jessica Brown

The Board agreed to place 7. Reports 1) SAU #21 Champions for Children Award out of order.

## **7. Reports (Out of Order)**

### **1) SAU #21 Champions for Children Award**

- ❖ Forrest Carter, Jr. of Seabrook was nominated by the SAU #21 to receive the 2018 Champions for Children Award for his dedication, passion and participation with Across New Hampshire, After School Alliance Ambassador, Seabrook Adventure Zone, Six Flags Read to Succeed, and Seacoast Youth Services.

Our nominee embodies NHSAA principles. Forest was raised in Seabrook and remains a key contributor and advocate in his dedication for the needs of all students at Seabrook Middle School. He is one of 13 National Afterschool Alliance Ambassadors. Programs are academically focused with literacy, holiday, and community service events promoting positive citizenship where the kids “learn and live.” Forrest applies for and receives grants, and networks for partnerships with local, state, and national agencies as an effective leader and prudent steward. His gift of time, enthusiasm, and energy is unmatched and contagious. Forest makes a difference on impressionable lives every day.

It is our pleasure to award to Forrest Carter, Jr., our SAU #21 Champions Distinguished Public Service Award for the benefit of children.

## **4. Accept and Adopt Policy Manual as written**

Motion: Michael Rabideau motioned to accept and adopt the policy manual as written.  
Second: Keith Sanborn. Motion passed 5-0-0.

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## a) Review of Policy BBBF

BBBF Ethics Policy was provided for the board for review.

**5. Public Comment on Agenda Items** – There were no comments.

## 6. Approval of Minutes

**Motion:** Keith Sanborn motioned to approve the February 12, 2018 public and non-public minutes as written. Second: Jessica Brown. Motion passed 4-0-1. (Forrest Carter, Jr. abstained).

## 7. Written Reports

### a. Superintendent

Dr. Cadarette reviewed her written report and discussed how all the SAU21 Districts are continuing their work with competency through the many stages of exploring the content, collaboration and planning among the grade level teams, as well as continued up-coming planning.

Dr. Sullivan informed that a Public Safety and Security Forum will be held at Winnacunnet High School on Wednesday, April 11, 2018.

**b. Principal's Report SES and SMS:** Stephanie Lafreniere, Erin Milbury, Cynthia Fagan and Mark Dangora written reports were reviewed.

Principal Lafreniere Invited the Board to the unveiling of the Seabrook History Panels on Friday, April 20, 2018.

A one-minute Interact Club video was shown entitled "We Love our School".

### c. Special Education Director's Report

Anna Williams; Director of Special Services reviewed her written report. The Board inquired about financial information in regard to the busses or any anticipated budget concerns.

### d. School Nutrition Report

The Board reviewed a written report as well as a financial report provided by – Abigail Kaplan: School Nutrition Director. Ms. Kaplan revealed that the nutrition staff are

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wearing new uniforms, introduced new menu items for breakfast, pasta salads, special meals during April will be presented, and make your own yogurt parfaits.

Ms. Kaplan gave special recognition to the nutrition staff workers for their dedication, and to facilities staff for their help moving the commodity delivery cases into the storage area.

The Board requested to add the monthly menu to the monthly Board packet.

### **e. Maintenance/Facility Report**

The Board reviewed the Maintenance Total Savings Report of \$2,229.00, and Monthly Report.

Terry Bragg expressed his appreciation to Peter Moura and Shawn Keaton for the time they spent during the winter storms, sometimes spending the entire night at school.

### **f. Financial Report**

Matt Ferreira reviewed the FY2017-18 Expenditure Report and the General Fund Working Trial Balance.

Matt Ferreira informed that the window drawings have been ordered, and a Sprinkler System meeting is being held soon. The project will begin during the April vacation with an anticipated completion by the end of summer. The GMR came in at 13.9%.

Security System upgrade - Matt Ferreira informed of some identified school improvements for consideration and that we do have some available funds (unexpended funds) available.

Motion: Michael Rabideau moved to authorize Matt Ferreira and Terry Bragg to move forward with the security system process and to report back to the Board with the details and costs. Second: Michael Chase. Motion passed 5-0-0.

### **1) Audit Governance Letter**

Matt Ferreira reviewed the Plodzick and Sanderson Governance Letter in regard to the 2017 Annual Financial Audit.

The actual content of the policy is not in question or improper. It is just that some of the policies were 10 years old and may not be currently pertinent, so they were flagged for updates.

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## g. Other

### 8. Continuing Business

### 9. New Business

a) **Pediculosis Presentation** – Not discussed.

#### b) 2017-18 Last Day of School

Motion: Jessica Brown motioned to approve June 15, 2018, which will be a half day for students, as the last day of the 2017-2018 school year for students, and that June 19, 2018 to be the last day of the 2017-2018 school year for teaching staff.  
Second: Michael Rabideau. Motion passed 5-0-0.

#### c. 2018-2019 School Calendar

Motion: Jessica Brown motioned to approve the 2018-2019 School Calendar as presented. Second: Mike Chase. Motion passed 5-0-0.

#### d. Award of Bid – Refuse Removal

Motion: Jessica Brown motioned to award the Refuse Removal bid RFP to Waste Management for a two-year contract for \$34.29 weekly for our food waste as presented. Second: Michael Rabideau. Motion passed 5-0-0.

#### e. Acceptance of Gifts

Motion: Jessica Brown motioned to:

- ✚ accept a donation of \$1,000 from the Citizen Organization to Raise Education PTO for the SMS Grade 6 Salem, MA Field Trip expenses.
- ✚ accept a donation of \$1,500 from the Citizen Organization to Raise Education PTO for the SMS Chaos & Kindness Assembly.
- ✚ Accept a donation of \$1,000 from the Citizen Organization to Raise Education PTO for their generous donation for the 5<sup>th</sup> Grade Field Trip to the Franklin Zoo.
- ✚ accept a donation of \$1,500 from Seacoast Youth Services for the purpose of a SMS Assembly (Chaos & Kindness).

Second: Forrest Carter Jr. Motion passed 5-0-0.

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The Board expressed their appreciation to the Citizen Organization to Raise Education PTO for their generous donations to be used for the SMS 6<sup>th</sup> Grade Salem, MA field trip, for the SMS Chaos & Kindness Assembly, and the 5<sup>th</sup> Grade Trip to the Franklin Zoo.

The Board expressed their appreciation to the Seacoast Youth Services for their generous donation to provide a SMS Assembly entitled Chaos & Kindness.

## **f. ELERTS (Event Alert)**

Dr. Sullivan informed that the Joint Loss Committee is looking at security and an automatic notification system APP., which will be brought forward to the school board to demo at the next school board meeting.

**10. Manifest Signatures** – The Board members present signed the manifest.

## **11. Next Meeting Date and Agenda Items:**

May 14, 2018 at 4:30 p.m. – Regular Meeting

**12. Public Comment on Agenda Items** – There were no comments.

## **13. Personnel – Referred to non-public session.**

### **a) Nominations**

Motion: Jessica Brown motioned to enter non-public session under RSA 91-A:3 II (b, c) at 6:15 p.m. Second: Michael Rabideau. Roll call vote. Jessica Brown says yes, Michael Chase says yes, Michael Rabideau says yes, Keith Sanborn says yes, and Forrest Carter, Jr. says yes. Motion passed 5-0-0.

Submitted by Maureen Hastings, Recording Secretary (Approved May 22, 2018)