

South Hampton School Board
219 Main Avenue
South Hampton, New Hampshire, 03827
Telephone: (603) 394-7744

Kim Molin, Chair
Jim Kime, Vice Chair
Rebecca Burdick

School Administrative Unit No. 21

January 8, 2019 Minutes

(Approved by the Board – February 5, 2019)

The School Board meeting will begin immediately following the Public Hearing for the purpose of the withdrawal of funds from the Building Maintenance Trust Fund at approximately 5:40 PM.

In Attendance:

- School Board Members: Kimberly Molin (Chair), Jim Kime (Vice Chair) Rebecca Burdick
 - Administration: Dr. William Lupini (Superintendent), Dr. Ronna Cadarette (Assistant Superintendent), Dr. Walter Huston (Principal), Matt Ferreira (Business Manager), Aline Donabedian (Director of Special Services)
1. **Call to Order** - Kim Molin called the meeting to order at 5:42pm
 2. **Consideration of the Minutes:**
 - a. December 5, 2018 Public-Budget Review (Vote Required) - **Becky Burdick made a motion to accept the minutes, Jim Kime seconded. Motion passed: 3-0**
 - b. December 5, 2018 Public/Non-Public (Vote Required) - **Becky Burdick made a motion to accept the minutes, Jim Kime seconded. Motion passed: 3-0**
 - c. December 12, 2018 Public-Budget Review (Vote Required) - **Becky Burdick made a motion to accept the minutes, Jim Kime seconded. Motion passed: 3-0.**
 3. **Reports**
 - a. **Superintendent** - Report was presented and included in the packet.
 - i. Director of Student Services and Assistant Superintendent for Curriculum, Instruction and Assessment Screening Committees are in place and scheduled to hold their initial meetings on Wednesday, January 9, 2019 and Thursday, January 10, 2019 at Winnacunnet High School at 4:30PM. The first round of interviews for both these positions is anticipated to take place during the weeks of January 14th and/or 21st.
 - ii. Richard Kane, Coordinator of School Safety and Security for SAU #16 will be working with SAU #21 districts to address emergency preparedness. Mr. Kane met with Erin Milbury, Principal at Seabrook Middle School and Dr. Lupini on Friday, January 4, 2019 to discuss specifics of the work and a timeline for the efforts.
 - iii. A tentative date of Tuesday, January 29, 2019 from 4:30-6:30 PM has been scheduled for the initial meeting of the Joint Policy Committee.
 - iv. Bill McGowan, Erik Anderson and Walter Huston will be working with Dr. Lupini on proposing a Principal evaluation process to be implemented for the 2019-2020 school year.
 - v. During the November and December Principal meeting, the group opted to develop a Design Team focusing on issues and questions that arose in the early stages of the competency based and quality performance assessment work.

- vi. Dr. Lupini will be chairing a Committee, which is charged with recommending a successor agreement, to replace the 20 year old Seacoast School of Technology (SST) Member Agreement, to the Governing Board.
 - vii. Margaret Callahan, Principal of SST, has announced her final year as Principal. Dr. Lupini will be part of the Screening Committee for a replacement to this position.
 - viii. Dr. Lupini noted that there was no response to a letter sent to eighth grade families regarding interest in attending SST.
- b. Assistant Superintendent - Report was presented and included in the packet.
- i. Dr. Cadarette referenced articles and provided links that discussed recent findings regarding competency based education practices.
 - ii. A first-time training with Joey Nichols from the New Hampshire Department of Education was organized by Dr. Cadarette in an effort to assess, streamline, and create efficiencies with grant funding practices.
 - iii. All Special Education Directors will be viewing the film *Intelligent Minds* with individuals in their buildings. A public viewing for this film is scheduled for January 15, 5:00-8:00PM at Winnacunnet High School.
 - iv. Upcoming Professional Development days are planned for January 9, 2019 and January 24, 2019 8:30-3:00 at the SAU.
- c. Principal - Report was presented and included in the packet.
- i. Enrollment as of 12/31 - 82 students with two additional students anticipated soon.
 - ii. A short discussion was had regarding the guidelines for indoor recess. Dr. Huston clarified that 20 degrees and below, including windchill, students will have recess indoors.
 - iii. The issue with the staff room sink smelling like sulfur was resolved before the holiday break.
 - iv. The gymnasium roof leak identified in November has been repaired. It was noted by Matt Ferreira that the leak occurred at the location of a seam on the roof.
 - v. Parent-Teacher conferences are scheduled for January 29 with a storm make up day of January 30, 2019.
- d. Board - Nothing at this time.
- e. Finance - Report was reviewed and included in the packet.
- i. Matt Ferreira noted the following line items in the expenditure report under 2620 BUILDINGS:
 - 1. CONSULT - Over budget by \$2500. These funds were used for a consultation fee for a the roof replacement. These funds will be replaced from the Roof Expendable Trust Fund.
 - 2. REP/MNT SV - Over budget by \$25,509.76. These funds were used to repair the water leak damage. Reimbursement from the insurance company will replace these funds.
 - ii. Revenue Report - Report was reviewed and included in the packet.
- f. Facilities - Nothing additional at this time.
- g. Board Goals Update - Letter to be sent to community prior to February 2019 with information regarding Deliberative Session.
- h. Other - Nothing at this time.
- 4. Questions and Comments from Those in Attendance - Nothing at this time.**
- 5. Continuing Business**
- a. Appointment of SAU #21 Policy Committee Representative (Vote Required) - **Kim Molin made a motion to appoint Jim Kime as the member for SAU #21 Policy Committee. Jim Kime seconded the motion. Motion Passed: 3-0.**
- 6. New Business**
- a. Withdrawal of Funds from the Building Maintenance Expendable Trust Fund (Vote Required) - **As discussed in public hearing a motion was made by Kim Molin to authorize the withdrawal of \$32,479.91 from the South Hampton Building**

Maintenance Expendable Trust Fund for hallway and classroom floor replacement. Jim Kime seconded the motion. Motion Passed: 3-0.

- b. Withdrawal of Funds from the Roof Expendable Trust Fund (Vote Required) - **Postponed until February.**
- c. Award of Roof Repair Bid (Vote Required) - The bid process has concluded for the proposed roof replacement RFP. Bids were sent directly to 4 vendors, and 3 vendors attended the walk-through and submitted a bid. Administration is recommending Ridge Runner Construction bid in the amount of \$25,476. Funding for this project will be used from the Roof Expendable Trust (Balance \$49,208). ARM managed the bidding process. **Jim Kime made a motion to accept the Ridge Runner construction bid in the amount of \$25,476 Becky Burdick seconded the motion. Motion Passed: 3-0.**

7. Personnel

- a. Job Descriptions (Vote Required) -
 - i. Three draft job descriptions were included in the packet. Dr. Lupini discussed the process in developing these draft job descriptions.
 - 1. Student Information Systems Manager and Database Administrator - **Kim Molin made a motion to accept the job description for Student Information Systems Manager and Database Administrator as presented Jim seconded. Motion Passed: 3-0.**
 - 2. Assistant Superintendent for Curriculum, Instruction and Assessment - **Kim Molin made a motion to accept the job description for Assistant Superintendent for Curriculum as presented. Jim Kime seconded. Motion Passed: 3-0**
 - 3. Director of Student Services -**Kim Molin made a motion to accept the job description for Director of Student Services as presented. Jim Kime seconded. Motion Passed: 3-0**

8. Policy - Nothing at this time

9. Other - Nothing at this time

10. Signing of the Manifests - Manifests have been signed

11. Next Meeting Date

- a. Tuesday, February 5, 2019 - Regular Meeting 5:30 PM
- b. Tuesday, February 5, 2019 Deliberative Session 7:00 PM

12. Non-Public (if needed) under RSA 91-A:3 II (a-e) Roll Call Vote - Nothing at this time

13. Adjourn

Kim Molin recessed the meeting at 6:38 PM to attend the South Hampton Budget Committee Public Hearing on the 2019-2020 South Hampton District Budget. Following the adjournment of the Public Hearing, this meeting will reconvene.

Respectfully submitted,

Sharon Gordon, Recording Secretary