

**North Hampton School District**  
**School Board Meeting Minutes**  
**North Hampton School – Music Room – 6:00 p.m.**  
**201 Atlantic Avenue, North Hampton**  
**Thursday, March 16, 2017**

[www.sau21.org](http://www.sau21.org)

School Board members: James Sununu; Chair, Cindy Burke; Vice-Chair, Gregg Duffy, Tamara Le, and Thomas von Jess.

Administration: Robert Sullivan, Ed.D.; Superintendent, Ronna Cadarette; Assistant Superintendent, Matt Ferreira; Business Administrator, Richard Boardman; Principal, and Tracy Griffenhagen; Assistant Principal/Director of Special Services.

*Approved by the Board – April 20, 2017*

Documents presented during the meeting are available through the SAU21 Office

**1. Call to Order**

Dr. Sullivan called the meeting to order at 6:06 p.m. James Sununu was congratulated on his recent win at the elections. He was re-elected for another 3-year term on the North Hampton School Board.

Dr. Sullivan read North Hampton School Board Policy BDA School Board Organizational Meeting and then called for a nomination for the Board Chair.

**a. Re-organization of the Board/Committee Assignments**

**Motion:** Tamara Le nominated James Sununu as Chair for the 2017-2018 school year. Tom von Jess seconded the nomination. Roll call vote resulted in 5-0.

Sununu continued with the re-organizing of the School Board.

**Motion:** Sununu nominated Le as the Vice-Chair. Le declined the nomination due to a conflict with her position as a state representative.

**Motion:** von Jess nominated Cindy Burke as Vice-Chair. Gregg Duffy seconded the nomination. Roll call vote: 5-0.

**Motion:** Sununu moved to nominate the committee appointments as listed below. Le seconded. Motion passed: 5-0.

Budget Committee Representative	J. Sununu
Budget Committee Alternative	C. Burke
SEA Representative	<i>may revisit if necessary</i>
SEA Alternate	<i>may revisit if necessary</i>
SESPA Negotiations:	T. Le
SESPA Negotiations Alternate:	J. Sununu
SAU Operations Committee Representative:	T. von Jess
SAU Operations Committee Representative alternate:	G. Duffy
CIP (Town Committee)	J. Sununu
School Facility Use/Alt.	J. Sununu / C. Burke
Building Committee / Alt.	G. Duffy / J. Sununu
School Council	C. Burke / T. von Jess
NHSBA Delegate	T. Le
Channel 22	T. von Jess
Legislative Liaison	T. Le
Safety Committee	J. Sununu

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It was also determined that the following appointments would be filled when needed: Technology and Transportation.

**b. Code of Ethics (BCA-R)** - The Board signed Policy BCA-R Code of Ethics.

**c. Accept and Adopt Policy Manual**

**Motion:** Burke moved to accept and adopt policy manual as written. Le seconded. Motion passed: 5-0.

**2. Approval of Minutes**

**Motion:** Duffy moved to approve the December 13, 2016 Public minutes as written. Burke seconded. Motion passed: 5-0.

**Motion:** Burke moved to approve the February 16, 2017 Public minutes with amendments and the Non-Public minutes as written. von Jess seconded. Motion passed: 4-0-1 (Duffy abstained).

Amendment to page 2, bullet 1: "...by school ~~counsel~~ council."

**3. Correspondence/Commendations**

Principal Boardman report that two groups of NHS students under the guidance of Brad Gregg (Computer Technology) created professional videos to compete in a state-wide competition "What's so cool about manufacturing?". Nicole Butkus, Aisling Bihari and Ella Kuselias produced a video on Wall Industries in Exeter NH. Caroline Luff, Brianna Grant, Megan Mullen and Isabella Williams produced a video on Squamscot Beverages in Newfields, NH. This group placed third in the competition.

Wendy Crowley (Grade 6 Teacher) reported that two grade 5 teams recently competed in the DI competition at Sanborn Regional HS. One team placed 3<sup>rd</sup> in Improve and 1<sup>st</sup> in Instant Challenge. The second team is going on to States in the engineering challenge. Hillary Boothby was commended for providing practice space for the teams.

**4. Questions/Comments from Those in Attendance**

**5. Education Update**

**a. School Council**

Principal Boardman reported that a retreat will be held on May 8, 2017 to set goals and priorities for next year. Discussion included establishing a timeline for curriculum presentations for next year's School Board meetings, the parent survey, refining the back to school picnic, committee updates, report cards, and the April 7<sup>th</sup> Professional Development date. It was learned that a draft of the parent survey will be presented to the Board in April and anticipated to be delivered to parents near the end of May. The collaborative and integration initiative has been currently put on hold.

Further discussion ensued regarding the initiative. Principal Boardman and Assistant Principal Griffenhagen stated that staff had other priorities currently taking their time and that the initiative has not been dismissed.

Principal Boardman requested to change the current April 7<sup>th</sup> full day of Professional Development to an Early Release Day for students with PD taking place in the afternoon only as a way to alleviate a make-up day at the end of the school year due to the recent snow days. No motion was made by the Board to approve the change.

**b. Curriculum Review Timeline**

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A draft timeline was distributed to the Board with a schedule of curriculum presentations for next year's board meetings as well as Curriculum Nights. The Council would like feedback from the board on their expectations, suggested timelines, etc. The Board has requested materials in advance in order to review and be prepared so as not to delay the presentations. It was also suggested that presenting in K-8 order helps to show continuity in the students' progress. The Board will review further at their retreat and are open to having the presentations held during various times of the day.

**6. Continuing Business**

**a. Board Goals**

i. von Jess reported that a recent meeting was held on creating the school report card. It is anticipated to be emailed to parents before the April vacation. Principal Boardman can forward to the town for a wider distribution.

ii. Sununu reported on the Middle School goal and how the evaluation is ongoing.

**b. Snow Removal Budget** – Ferreira reported that the expenses to date are in line with the budget including anticipated costs from Tuesday's snow storm. Final figures will be available once the invoice is received.

**c. NHSBA Strategic Plan** – Le reported that Mark Dolan of the NHSBA is available for a 1-hour informational session regarding goal setting, strategic planning, create objectives and follow through. Another option is to have him work with the board for up to 6 months to establish and define their goals as well as tracking them and establishing best practices. The cost for this type of service starts around \$8,000. Le will inquire if Dolan is available for the Board's retreat for the info session and/or possibly facilitate the day-long retreat.

**d. Report Cards** – Discussion included the changes to the report cards, scoring appropriately between grade levels, adding supporting documentation, and mobile access for parents as well as providing other means of access as necessary.

**7. New Business**

**a. Budget Transfers**

**Motion:** Le moved to approve the March 2017 Budget Transfers in the amount of \$245,675 as presented. von Jess seconded the motion. Motion passed: 5-0.

**b. Emergency Preparedness** - The contents of the red emergency backpacks were shared with the Board. The backpacks are found in every classroom within NHS. The items found within the backpacks are recommended from Homeland Security.

**c. Admission of Nonresident Student (And Tuition) Request** – deferred to non-public session.

**8. Written Reports**

**a. Superintendent** Sullivan provided the Winnacunnet Principal's Report for the Board to review.

**b. Assistant Superintendent** Cadarette reviewed her written report.

**c. Administration Report** - Principal Boardman and Assistant Principal Griffenhagen provided a written report that was reviewed with the Board. It was also reported that the North Hampton Police Department has inquired about utilizing the school for tactical trainings when school is not in

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session. This creates familiarity of the building for the NHPD in the event that their assistance would be needed. More information will be provided at a future meeting.

**d. Financial Report** - Ferreira provided the FY 2016-17 expenditure report

- i. **Bus Fuel Summary** - The District will receive a refund of \$1,271.82 for the quarter ending December 31, 2016.
- ii. **Audit Governance Letter** – The Governance Letter from Plodzik and Sanderson regarding the 2015-2016 Annual Financial Audit was included in the packet. The full audit can be found on the SAU21 website.

**e. BUDCOM** – nothing reported.

**f. Facilities** – The written report prepared by John Gamache; Facilities Manager was included in the agenda packet. No further discussion.

- i. **Roof Replacement Update:** Ferreira reported that a walk-thru is scheduled for April 4<sup>th</sup> with a due date for bids of April 13<sup>th</sup> with hopes for a recommendation at the April 20<sup>th</sup> meeting.

**g. School Nutrition** – The written report prepared by Paula Field, School Nutrition Director was included in the agenda packet. No further discussion.

**h. Town CIP Committee** - Not currently active.

- i. **Winnacunnet Update** – Superintendent Sullivan reported on a conversation overheard at the WHS Boys basketball playoffs about how well behaved the student body was at the previous playoff game.

**9. Personnel**

- a. **Nominations** – deferred to non-public session.

**10. Policy**

- a. **First Read** The Board reviewed the following policies for a first read.

- i. **EFD School Lunch Charging**
- ii. **EFD-R School Lunch Charging Procedures**
- iii. **JCA Change of School or Assignment**

The policies will appear on the April agenda for a second read and approval.

**11. Signing of the Manifests** – The Board members signed the manifest.

**12. Next Meeting Date and Agenda Items:** Sununu requested to change the meeting times to be held at 7:00 p.m. instead of 6:00 p.m. The Board was in favor.

Thursday, April 20, 2017 at **7:00 p.m.** – Regular Meeting

A Board Retreat will be scheduled with a tentative date of May 15, 2017.

**Motion:** Le moved to enter into non-public session under RSA 91-A: 3 II (a), (b) & (c) at 7:52 p.m. von Jess seconded the motion. Roll call vote: 5-0-0. Motion passed.

Respectfully submitted,

Rhonda Evans

Secretary to the Superintendent