

# **North Hampton School District**

## **School Board Meeting Minutes**

**Thursday, April 20, 2017 at 7:00 p.m. or immediately following the Public Hearing**

**North Hampton School - Music Room**

**201 Atlantic Avenue, North Hampton**

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

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

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

Ronna Cadarette; Assistant Superintendent, arrived to the meeting at 7:15 p.m.

Documents presented during the meeting are available through the SAU21 Office

At 7:06 p.m., James Sununu called the School Board meeting to **order**.

### **2. Approval of Minutes**

Motion: Cindy Burke moved to approve the March 16, 2017 Public and Non-Public minutes as amended. Second: Tamara Le. Motion passed 5-0-0.

Amendment: Page 2 Remove: The Board would like the initiative to be a priority and wants to ensure that staff does not disregard the importance of it. The board feels that creating the initiative was a valuable goal that should not be ignored.

Motion: Cindy Burke moved to approve the March 29, 2017 Public and Non-Public minutes as written. Second: Tamara Le. Motion passed 5-0-0.

Motion: Cindy Burke moved to approve the April 17, 2017 Public and Non-Public minutes as amended. Second: Tamara Le. Motion passed 5-0-0.

Amendment: Remove John Sununu and add James Sununu.

Ronna Cadarette; Assistant Superintendent arrived to the meeting at 7:15 p.m.

### **3. Correspondence/Commendations**

Tracy Griffenhagen expressed commendations to the North Hampton School Staff. "Winston Churchill said: Success is not final, failure is not fatal: it is the courage to continue that counts. With that in mind, I would like to commend the North Hampton staff on their courage to continue. From the front office, to our cafeteria staff, our custodial staff, service providers, educational associates, and teachers – they have all shown up every day and continued. And

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they haven't just continued – they have carried on with positive intentions, professionalism, and persistence to ensure that the daily experience for our students remains steady, student-focused, and goal oriented. I wanted to take this opportunity to extend my personal thanks to the North Hampton staff for having that courage to continue and their willingness to work with me, work as a unified front, as we meet these final months with positivity.”

Commendations to the 4<sup>th</sup> Grade students for their behaviors at the recent State House Tour.

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

Henry Marsh; NH State Representative attended tonight's meeting and informed:

- Brigham Grew; Winnacunnet High School Student attended the NH House of Representatives today as a House Page. Interested students who would like the opportunity to experience being a House Page can contact Henry Marsh.
- The NH Legislature is working on SB 193 Education Freedom Savings Account which allows vouchers to be assigned to families who choose to use alternative schools in lieu of public schools.
- The NH Senate has approved a bill to allow town officials to ratify the results of town elections that were postponed because of the March 14, 2017 Election Day snow storm.
- Spoke of the wonderful May 2, Art Show to be held at Winnacunnet High School

#### **5. Education Update**

##### **a. Grade 8 Washington DC Trip**

Lauren deConstant expressed appreciation to the school board and parents who support our Washington D.C., and Williamsburg, Virginia school trips. A brief video of the trip was viewed during the meeting.

##### **b. School Council**

Tracy Griffenhagen reported that school council had met and discussed: Progress Reports, and the Picnic/Open House meet and greet. More information will be forthcoming.

#### **6. Continuing Business**

**a. Board Goals** - Cindy Burke gave an update for School Board Goal 1:

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- An on-line report will be sent to parents, and to the greater community after the spring break. There are many forms of information pertaining to the day to day events at NHS.

Google classroom will be utilized next school year.

#### **b. Parent Survey**

The results of the Parent Survey will be distributed according to the 2017 Parent Survey Timeline. On Friday, May 26, 2017 a new survey will be distributed to parents and the Board encouraged parent participation.

#### **c. Grading Practices and Reporting – Philosophy of Grading**

The Board reviewed the Philosophy of Grading that was accepted by the staff on May 23, 2001, and adopted by the school board on June 21, 2001.

Motion: James Sununu moved to task administration to bring to the Board a Grading Practices Policy for the May meeting. Second: Cindy Burke.  
Motion passed 5-0-0.

A brief discussion was held regarding standard based grading, expectations for report card comments, specifically looking at on-line assignments and a grading portal, honor roll, grading system, published practices, and ensuring that our middle school parents understand the report card document while they are reading it.

The Board reviewed the 2<sup>nd</sup> Trimester North Hampton School Report Cards from Kindergarten to Eighth Grade as well as Supporting Documents.

#### **d. Board Retreat**

The Board reviewed the Process for the Board Goal Planning Session and agreed:

- To meet on Thursday, April 27, 2017 at 7:30 a.m. for a Work Session at the North Hampton Public School.
- To meet May 15, 2017 at 9:00 a.m. for a Board Retreat at the North Hampton Public Library. There is a possibility of obtaining another meeting place for an 8:00 a.m. meeting time.

**Principal** – There was a brief discussion of selecting an interim principal, or searching and hiring a full time principal.

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- Updated the principal job description and posting it as soon as possible
- There would be a disclosed deadline for applicants to apply
- A Principal Search Committee would include approximately two school board members (any more than that would constitute a meeting), Tracy Griffenhagen; Assistant Principal, Superintendent Sullivan, one teacher representative from K-2, 3-5, 6-8, United Arts, Office personnel, and community members.
- A staff forum will be conducted on May 3, 2017 at 3:00 p.m.
- A community forum will be conducted on May 9, 2017 at 7:00 p.m.
- The Principal Search Committee will look at applications, include a timeline for interviews, under Policy CF School Building Administration and CFA Individual School Administration Personnel.
- All additional details will be forthcoming.

### **Audience Questions**

Richard Clark inquired if we have missed the cycle for recruitment? Is it late in the season?

*We can still recruit excellent candidates. We have a very attractive school and community. We can look at recruitment firms, and the New Hampshire School Board Association. We are very active and serious about finding the best candidate who will stay for a long time for our school.*

*We will post the position as soon as possible. It's not business as usual. We didn't take the existing job description, but we did take extensive steps to create a new job description. We are looking for all the feedback that we can get from the community.*

*If we need an interim principal for another year then we will do that.*

### **7. New Business**

#### **a. Withdrawal of Funds from the Special Education Expendable Trust Fund**

Motion: Cindy Burke moved to approve the withdrawal of \$75,000 from the Special Education Expendable Trust Fund for the unanticipated special education related expenses. Second: Tamara Le. Motion passed 5-0-0.

#### **b. 2016-2017 Last Day of School**

Motion: Cindy Burke moved to approve June 16, 2017 as a half day and the last day of school for students and Tuesday, June 20, 2017 as the last day of school for the teaching staff. Second: Tamara Le. Motion passed 5-0-0.

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#### **c. Award of Bids**

##### **i. Library HVAC**

Motion: James Sununu moved to award the proposed Library HVAC project bid to Alliance Mechanical for \$10,685. Second: Gregg Duffy. Motion passed 5-0-0.

Funding will be used from the 2017-18 long-term maintenance warrant article.

##### **ii. Interior Painting**

Motion: James Sununu moved to award proposed interior painting project bid to F.A. Gray for \$15,740. Second: Cindy Burke. Motion passed 5-0-0.

Funding will be used from the 2017-18 long-term maintenance warrant article.

##### **iii. Sidewalk Repairs/Garage Driveway**

Motion: James Sununu moved to award the proposed sidewalk repairs and garage driveway paving project to All Phase Paving for \$18,680. Second: Cindy Burke. Motion passed 5-0-0.

Funding for this project will be used from the 2017-2018 long-term maintenance warrant article.

##### **iv. Library Roof**

Motion: James Sununu moved to award the proposed roof project bid with skylights to RCH Roofing Corporation for \$110,700. Second: Cindy Burke. Motion passed 5-0-0.

Funding for this project is from the 2017-18 Warrant Article.

A brief discussion was held about the possibility of setting up a roofing trust fund for the future care of the roofs.

#### **d. Elementary School Interventionist**

The Board reviewed information regarding a proposed new position: Elementary School Interventionist. Discussion included the reasoning for hiring an interventionist, the job description, the responsibilities of an interventionist, and the preferred qualifications needed to be an interventionist.

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Motion: James Sununu moved to approve this job description for posting. Second: Tamara Le. Motion 5-0-0.

#### **e. Acceptance of Gift**

The Board expressed their appreciation to PAL (People Active in Learning) for their donation of \$479.86 for the purchase of Dash Robots and equipment.

### **8. Written Reports**

**a. Superintendent Sullivan** reviewed and provided a written report.

Tamara Le explained a proposed bill SB 193 that would in essence allow parents to use up to \$3,400 in adequacy funds to put into an education savings account for home school or private school students.

**b. Ronna Cadarette** reviewed and provided a written report and discussed the Keepers Science Camp 2017, which will be held from July 24<sup>th</sup> – 28<sup>th</sup>, and has experienced a positive engagement with students and teachers throughout the North Hampton School building.

#### **c. Administration Report:**

Tracy Griffenhagen provided and discussed a written report. A film clip was shown on Project Lead the Way by the 4<sup>th</sup> Grade Class.

#### **d. Financial Report**

Matt Ferreira provided and discussed the FY 2016-17 expenditure report

##### **i. Student Activities Funds**

The Board reviewed the North Hampton – Quarterly Report from January-March 2017.

**e. BUDCOM** - Not currently active.

#### **f. Facilities**

The Board reviewed the written facilities report by John Gamache; Facilities Manager.

#### **g. School Nutrition**

The Board reviewed a written School Nutrition report written by Paula Field; Director.

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

#### **i. Winnacunnet Update**

Superintendent Sullivan has provided the Principal's Report for the Winnacunnet School Board Meeting 22-March-2017 for the Board's perusal.

### **9. Personnel** - Deferred to Non-Public Session

#### **a. Administrative Contract**

#### **b. Nomination**

#### **c. Leave Request**

#### **d. Job Share Request**

### **10. Policy**

#### **a. First Read**

##### **i. JLCF Wellness**

The Board read and discussed JLCF Wellness for First Read.

##### **ii. JLCF-R Wellness Procedures**

The Board read and discussed JLCF-R Wellness Procedures for First Read.

A brief discussion was held on adding clarity of language and taking a stance on the number of sugar products and other non-nutritional food items being brought into the school. Non-nutritional products being used as rewards or punishments, allowing sufficient time for snack and lunch, the kitchen is a nut free area, communication to the parents, instruction to the classrooms and bringing fruit as snacks.

#### **b. Second Read & Approval**

##### **i. EFD School Lunch Charging**

Motion: James Sununu moved to approve EFD School Lunch Charging for Second Read and Adoption. Second: Thomas von Jess. Motion passed 5-0-0.

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#### **ii. EFD-R School Lunch Charging Procedures**

Motion: James Sununu moved to approve EFD-R School Lunch Charging Procedures for Second Read and Adoption. Second: Thomas von Jess. Motion passed 5-0-0.

#### **ii. JCA Change of School or Assignment**

Motion: James Sununu moved to approve JCA Change of School or Assignment for Second Read and Adoption. Second: Gregg Duffy. Motion passed 5-0-0.

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

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

Thursday, April 27, 2017 at 7:30 a.m. – North Hampton Public School

May 3, 2017 at 3:00 p.m. Staff Meeting

May 9, 2017 at 7:00 p.m. Community Meeting

Thursday, May 15, 2017 Retreat – 9:00 a.m. at the North Hampton Public Library.  
There is a possibility of obtaining another Town Hall meeting place for an 8:00 a.m. meeting time.

Thursday, May 18, 2017 at 7:00 p.m. – Regular Meeting

Motion: Cindy Burke moved to enter into non-public session under RSA 91-A: 3 II (b, c) at 9:28 p.m. Second: Tamara Le. Roll call vote: James Sununu says yes, Cindy Burke says yes, Tamara Le says yes, Gregg Duffy says yes, and Thomas von Jess says yes. Motion passed 5-0-0.

Respectfully submitted,

Maureen Hastings

Recording Secretary

(Approved May 18, 2017)