

South Hampton School Board Meeting

Barnard School
219 Main Avenue
South Hampton, NH 03827
Telephone: (603) 394-7744

Date: Thursday, August 8, 2019 Time: 4:30 p.m.

School Administration Unit No. 21

Board Members Present: Jim Kime, Chairman; Sharon Gordon, Vice Chairman; Rebecca Burdick

Administration Present: Walter Huston, Principal; Dave Hobbs, Assistant Superintendent; Matt Ferreira, Business Administrator; Aline Donabedian, Director of Special services; Caroline Arakelian, Executive Director of Student Services

Absent: Dr. William Lupini, Superintendent

1. Call to Order –

- a. Chairman Kime called the meeting to order at 4:36 p.m.

2. Consideration of the Minutes :

- a. June 6, 2019 Public/Non-Public (Vote Required)
- b. Principal Huston pointed out that he recused himself from the Non-Public Portion of the meeting, and the attendance should be edited to reflect that.
- c. Vice Chairman Gordon moved to approve the June 6, 2019 minutes as amended, seconded by Chairman Kime. The motion passed unanimously by a 3-0 vote.

3. Reports:

a. Superintendent

- i. Dr. Lupini was not in attendance, so Assistant Superintendent Hobbs presented the important points of the report. Assistant Superintendent Hobbs requested that School Board members attend the New Teacher Welcome Reception on Monday August 19, 2019 at 8:30 am if they are available.
- ii. There has been a lot of effort put into the safety and security task force. SAU 21 is collaborating with SAU 90 and community first responders. They will start meeting regularly to better plan for safety and emergency preparedness.
- iii. Chairman Kime requested clarification why the paperless devices would not have access to the school network. Mr. Ferreira responded that was part of the new data governance policy. Personal devices are only allowed to connect to the guest network. Mr. Huston commented that the Barnard School did not have a guest network. Mr. Ferreira confirmed that it would be set up.

b. Assistant Superintendent

- i. Assistant Superintendent Hobbs commented that members of the SAU 21 participated in the Competency Based Education Conference at Exeter High School. There they created a strategic planning document for CBE. It will be further refined with the Principals and School Boards in the district.
- ii. PowerSchool implementation continues to be a priority. This will give the ability to communicate with parents on a real time basis with live data.
- iii. The Board approved PD and Educator evaluation plans in spring 2019. There are no off dates or mismatched forms.

c. Principal

- i. Mr. Huston pointed out updates from the report he submitted. The enrollment is still at 86 students.

- ii. Principal Huston is interviewing three candidates for the open math teacher position. There are 2 candidates for the Education Associate position. The hope is to send out offers before the school year begins.
 - iii. Vice Chairman Gordon questioned what would happen if the candidates did not work out. Mr. Ferreira responded that they would hire a long-term substitute until they find a qualified person. Vice Chairman Gordon clarified that the math teacher position would also teach Social Studies as well. Principal Huston responded that was correct. It would be similar to the structure that was in place last year.
 - iv. The open music position will be harder to fill because it is a one-day position.
 - v. Mr. Huston provided updates on the building. The AC in the computer lab stopped working in the beginning of July. That was repaired today. The sprinkler valves were inspected and one of the heads will be repaired. The conference room and the workroom were flip-flopped. Now the conference room will have AC and a window, so meetings will be a little more comfortable. It will create a more inviting environment for parents and others to meet in.
 - vi. Chairman Kime requested an update on the new Facilities Supervisor Role. Mr. Ferreira responded that Peter Bosckett was hired for the new Facilities Supervisor Role. He had a similar role with Sears and is a master electrician. Principal Huston added that Mr. Bosckett called multiple companies and used his old contacts to get bids for the AC repairs. Mr. Ferreira noted that the HVAC project was substantial expense because it needed a large repair. Principal Huston added that the original system is 18-19 years old. The coolant was leaking, and it was unclear where in the system it was leaking. They put a new section in to completely solve the problem. Vice Chairman Gordon questioned if it would have been better to replace the whole thing. Mr. Ferreira responded that they looked at a number of options and this was the most cost effective.
- d. Board
 - i. Nothing at this time.
 - e. Finance
 - i. Mr. Ferreira commented that the YTD expenditure report was included in the packet. They have not had the payroll for the school year staff yet, so the balance looks high because of that. Aside from the HVAC there has not been significant charges. The School Administration and Salary Clerical appears over budget but that salary is split between School Administration and Special Education.
 - ii. Principal Huston questioned if they had the final report of the 18-19 year. Mr. Ferreira responded that they would not have final numbers until September.
 - f. Facilities
 - i. This was discussed in the Principal's Report.
 - g. Board Goals Update
 - i. Chairman Kime commented that they would have a meeting in September to go over the goals.
 - h. Other
 - i. Nothing at this time.

4. Questions and Comments from Those in Attendance

- a. Nothing at this time.

5. Continuing Business

- a. Nothing at this time.

6. New Business

- a. Grade 8 Travel Account

- i. Mr. Ferreira noted that according to policy once the 8th grade travel account reaches \$5,000 any excess should be transferred into the General Field Trip Student Activities Fund. The 8th Grade Travel Account was just under \$8,000 at the close of the year. Mr. Ferreira proposed that the Board waive that policy and keep that total balance in the 8th Grade Account. That was the intent of the fundraising and the upcoming class is larger. They will have a larger need.
 - ii. Vice Chairman Gordon clarified that these were funds raised by the 8th grade that they didn't spend. Mr. Ferreira responded that it was an accumulation of money raised over the years. According to the policy each class can use up to \$1,000 of those funds for the class gift. Ms. Burdick questioned if this balance included the class gift money for this year. Mr. Ferreira responded that he had already removed \$1,000 from that balance to account for the gift. Mr. Huston noted that a gift was not given every year, and questioned how they would track those funds if a past class wanted to give a gift. Mr. Ferreira responded that this account is for the 8th grade trip. They also have the ability to use excess funds for a class gift. If they are not used for a class gift that year, then it goes back to this fund.
 - iii. Ms. Burdick moved to waive the policy and not transfer the excess balance to the General Field Trip Student Activities Fund account, seconded by Vice Chairman Gordon. The motion passed unanimously by a 3-0 vote.
 - iv. Chairman Kime questioned if the policy made sense. Mr. Ferreira responded that it could be addressed at the Policy Committee later in the year.
- b. 2020-2021 Budget Development
- i. Review of Budget Timeline
 - 1. Mr. Ferreira commented that the schedule included in the packet outlined the schedule for the development of the proposed administrative budget.
 - ii. 2020 Deliberative Session Dates
 - iii. 2020 Calendar of Events
- c. Rate of Pay for Substitute Teachers (Vote Required)
- i. Mr. Ferreira noted that there has been a shortage of substitute teachers across the SAU. They are looking at different ways to attract substitute teachers. The education requirement has already been reduced to 2 years of college or an Associates Degree. This proposal is to adjust the rate of pay. The current rate is \$80 a day. This proposal is to match the SAU 90 and SAU 16 rate of pay of \$90 per day.
 - ii. Chairman Kime moved to adjust the rate of pay to \$90 per day for substitute teachers, seconded by Ms. Burdick. The motion passed unanimously by a 3-0 vote.
- d. Suspension and Expulsion of Pupils RSA 193:13 (b) (Vote Required)
- i. Assistant Superintendent Hobbs clarified that this would authorize Dr. Lupini to suspend a pupil in excess of 10 days.
 - ii. Chairman Kime moved to accept the Suspension and Expulsion of Pupils RSA 193:13 (b), seconded by Ms. Burdick. The motion passed unanimously by a 3-0 vote.
- e. Extra-Curricular Stipends Committee Recommendations (Vote Required)
- i. Mr. Ferreira commented that according to the brand new 2019-2023 collective bargaining agreement they are required to form a committee to review stipends and they are tasked with making recommendations for any changes or adjustments. This year the committee looked at stipends and recommends the Board approve adjusting the Co-Ed Cross Country and Spring Track stipend. It would increase from \$980 to \$1,680. In order to account for this increase it is recommended to eliminate the Co-Ed Soccer and Media Coordinator stipends. There is a catch all stipend that can be used if either of those are needed in the future. This is where

- the talent coordinator stipend comes from. It happens every other year, so it's not an individual line item.
- ii. Vice Chairman Gordon requested clarification on determining the stipend range. Mr. Ferreira responded that there is a pool of \$2,038 dollars. Typically in the past smaller clubs get a couple hundred dollars. There needs to be justification and based on that they will determine the appropriate amount.
 - iii. Vice Chairman Gordon noted that the PTA has done an afterschool program in the past. A parent would organize everything, but they were required to have a teacher there. The PTA had to pay to have the teacher be present. Mr. Ferreira noted that the PTA is a separate organization, so it's a little gray. They could make the argument that it could be a sanctioned school event.
 - iv. Principal Huston questioned if this was just for teachers or if a parent could use it to do a club afterschool. Mr. Ferreira responded that the stipends were posted for schools first and foremost. Then they can be opened up to the community.
 - v. Chairman Kime moved to accept the recommendation as written, seconded by Vice Chairman Gordon. The motion passed unanimously by a 3-0 vote.
- f. Parent-Student Handbook (Vote Required)
- i. Principal Huston commented that they needed the School Board's approval before sending the Parent-Student Handbook out to parents. Mr. Ferreira added that this was an opportunity for the Board to provide feedback and edits.
 - ii. Chairman Kime questioned if there were any major modifications made to the previous version. Principal Huston responded that the only major change was that the index was removed.
 - iii. Vice Chairman Gordon questioned when the last time the handbook was completely overhauled. Ms. Burdick responded that it had been at least 5 or 6 years since it had been fully looked at. Mr. Ferreira noted that they would be scheduling the goals meeting and they could discuss adding reworking the handbook as a goal in that meeting. They could form a committee and work on it through out the school year.
 - iv. Vice Chairman Gordon commented that on page 17 of the handbook the lunch program should be updated to say Grades 1-8. Vice Chairman Gordon also clarified that on page 17 the team building challenge is not a PTA event. Principal Huston responded that the team building did not refer to DI. It's a team building activity. They have done a ropes course in the past. It doesn't happen every year necessarily.
 - v. Ms. Burdick moved to approve the Parent-Student Handbook as amended, seconded by Chairman Kime. The motion passed by a 3-0 vote.

7. Personnel

Chairman Kime moved to enter non-public section of the meeting under RSA 91-A:3 II (a), seconded by Ms. Burdick. The motion passed unanimously.

Approved by the Board: September 5, 2019