

**SCHOOL ADMINISTRATIVE UNIT 50**  
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The SAU 50 School Board met on Wednesday, May 24, 2017, at 6:30 p.m. at the Maude H. Trefethen School, New Castle, New Hampshire.

School Board Members Present: Alyson Baryames, Kevin Brandon, Randy Bunnell, Maria Emory, Mark Joyce, Sara Huestis, Randy Lynch, Jeanne Moynahan, Anne Pinciario, Richard Spaulding, Paula Tsetsilas, Patrick Walsh

School Board Members Not Present: Margaret Honda, Scott Marion, David Mueller, Jack O'Reilly

Administrators : Salvatore Petralia – Superintendent  
Kelli Killen – Assistant Superintendent  
James Katkin – Business Administrator  
Sarah Reinhardt – Special Education Director  
Lorraine Curtis – Database Administrator

Visitors: Carla Cole

**Call to Order**

Ms. Moynahan called the meeting to order at 6:55 p.m.

**SECRETARY'S REPORT**

**Approval of Minutes**

On a motion by Mr. Brandon, seconded by Mr. Bunnell, the Board approved the public minutes of April 5, 2015. Vote: 10 in favor; 2 abstained

**Communications**

Mr. Petralia reported on correspondence received from the New Hampshire Department of Education stating the annual financial statements and independent auditor's reports were received for all districts within SAU 50. Based on the documentation presented, the Department of Education determined all audit requirements were met for the fiscal year ending June 30, 2016.

**REPORTS**

**Superintendent**

**Personnel Updates**

Mr. Petralia reported Tamara Hallee was nominated as the new Greenland Central School Principal on April 17<sup>th</sup>. Ms. Hallee will begin her new role on July 1<sup>st</sup> and will be replacing Mr. Smith who is retiring after 24 years with the district.

Mr. Petralia reported Ms. Ransom has signed her employment contract for the 2017-2018 year and will begin in her new role as Assistant Business Administrator on July 3<sup>rd</sup>.

Mr. Petralia provided an update on the search for a new Secretary to the Superintendent. The position was posted on April 20<sup>th</sup> and received 98 applications as of closing on May 12<sup>th</sup>. There were 9 semi-finalists interviewed by Mr. Petralia, Ms. Moynahan, and Ms. Peterson. Two finalists were selected for follow-up interviews with Mr. Petralia, Ms. Reinhardt and Ms. Fox. Mr. Petralia indicated he would discuss the recruitment further in non-public session.

### **Plan for Effective Teaching**

Mr. Petralia reported principals are in the process of completing summative evaluations for both professional and support staff. A summary will be provided at each annual school board retreat this summer.

### **Program Updates**

#### **PowerSchool**

Mr. Petralia stated Ms. Curtis will provide an update on PowerSchool later in the meeting. He stated he appreciates the feedback provided in his evaluation around technology, specifically related to PowerSchool, and ensured the Board this will be a top priority for him moving into the next school year.

### **Wellness Program**

Mr. Petralia reported he recently had a meeting with Carla Cole who is a Rye resident and parent. Ms. Cole presented information on wellness and some ideas to coordinate services across the SAU. Mr. Petralia suggested the SAU perform an informal audit of district wellness committees at the building level as well as reviewing the wellness policy. Ms. Emory asked how the discussion for a wellness coordinator was introduced. Mr. Petralia stated Ms. Cole requested a meeting with him with the thought it may be a good idea to coordinate across the district. Mr. Petralia added that Ms. Cole also had some innovative ideas to fund the position. Discussion will continue on the subject this fall.

### **NELMS Training**

Mr. Petralia reported the Administrative Council completed the final training session of the year with the New England League of Middle Schools. Mr. Petralia said he will be creating a year-end survey to be completed by administrators to gather feedback on the NELMS training. Data collected will be shared at the individual board summer retreats in addition to Mr. Petralia's recommendation for future training surrounding the Plan for Effective Teaching.

### **Portsmouth Graduation**

Mr. Petralia reported the Portsmouth High School graduation is scheduled for Friday, June 9<sup>th</sup> at 5:30 p.m. Out of the top ten ranking students in the graduating class of 2017, the second and tenth students are from Greenland, the seventh is from Rye, and the eighth is from New Castle. Mr. Petralia thanked Mr. Southworth for forwarding the high school data and commended the four students for their high academic achievement at PHS.

### **SAU 50 Website**

Mr. Petralia reported the new SAU 50 website has launched. He thanked Ms. Fox for all of the work she has done over the past few months building the site and working with the vendor to begin work on each of the five school sites, including time spent on nights a weekends. He stated he is very happy with the look of the new site.

### **SAU 50 Vision for Learning**

Mr. Petralia provided an outline for the creation of the SAU 50 Vision for Learning by the Competency Education Committee. Mr. Petralia said each school within the SAU is now in the process of deciding a three-year plan for implementation, which will be shared with individual school boards. Over the next 3-5 years, the goal is to support a thoughtful, well planned and effective practice toward meeting the Personalized Learning Vision. Mr. Petralia recommended the SAU 50 Joint Board approve the vision and goal areas.

### **Assistant Superintendent**

Ms. Killen reviewed the full SAU 50 Vision for Learning including the established goals of learning: school culture, learning progression, learning pace, instruction assessment system, and grading and reporting practices. Mr. Walsh asked if the Portsmouth School District has another similar program in place. Ms. Killen stated she does not believe they do, but she will speak with Assistant Superintendent George Shea. She added that curriculum documents are shared with SAU 52, so they are aware of the work being done within SAU 50.

On a motion by Dr. Joyce, seconded by Ms. Huestis, the Board adopted the SAU 50 Vision for Learning. Vote: Unanimous

Ms. Killen shared the SAU 50 Curriculum Plan for 2014-2017 and referenced by school year the action steps, completion status, and evidence for each goal. Ms. Killen outlined the outcomes of the work completed. Ms. Killen gave credit to the staff of SAU 50 for all of the hard work completed over the last three year. There were 16 groups with work completed in 13 curriculum areas over 10 grade levels. 308 documents were created with 163 competencies, 1,578 I Can Statements, and 2,147 standards. A total of 246 hours was spent by 132 regular and special education teachers and SAU 50 administration.

### **Business Administrator**

Mr. Katkin reported his staff are in the process of wrapping up end-of-year expenditures in preparation for the year-end audit and rolling accounts in Tyler over for the new fiscal year.

Mr. Katkin reported work has begun to track and review current and previous facilities projects for each district. Information will be compiled in charts from archived data. This information will include the date of previous projects and repairs as well as anticipated repair dates to keep the districts on cycle for future maintenance. Mr. Katkin said the document will span services that have occurred over the last 20 years. Ms. Huestis suggested that resources can be saved if the document is indexed online for everyone to access, perhaps in a Google drive folder. There is not a projected date when the chart will be completed at this time.

Mr. Petralia stated Mr. Katkin currently has 22 projects underway throughout SAU 50. He encouraged board members to contact Mr. Katkin if they are not certain which projects are completed in individual districts. Mr. Katkin said payment for current project will be split in two for partial vendor payments. A portion of invoices will be paid before June 30<sup>th</sup> and the final balances will be paid after the jobs are complete.

Mr. Katkin reported he has solicited estimates to assess and repair wood rot damage and apply siding to the Central Office building. Funds were previously allocated by the Greenland School Board through the Buildings and Grounds Expendable Trust Fund to cover the costs.

Mr. Katkin stated he needs to know when individual boards would like unreserved fund balances returned to the district from the SAU. He indicated there was around \$295,000 and the money would be returned based on the proportionate share in which the funds were given. Mr. Katkin stated the unreserved fund balance for FY17 is slightly below \$10,000 and money would be tight through the remainder of the fiscal year.

On a motion by Mr. Walsh, seconded by Dr. Joyce, the Board granted permission for Mr. Katkin to access funds from the larger unreserved fund balance if the funds from FY17 are exceeded. The unreserved fund balances remaining will be returned to individual boards after July 1, 2017. Vote: Unanimous

Ms. Tsetsilas asked for clarification on end-of-year project timelines, specifically if projects need to be paid for by June 30<sup>th</sup> do they also need to be completed by this date. Mr. Katkin stated money from unreserved fund balances should not be used to complete unbudgeted projects.

### **Special Education Director**

Ms. Reinhardt gave a brief recap of the discussion had at the April meeting regarding the Community Preschool of SAU 50 and shared a proposed preschool action plan. Ms. Reinhardt proposed the SAU dissolve the partnership with the Seacoast Community School Preschool and hire a preschool consultant and LEA. The benefits to the SAU include: the SAU assuming greater control over the quality of curriculum and instruction, the SAU would control the enrollment of typical peers and their program fees to provide supplies for the program, a preschool consultant can develop necessary components including enrollment forms and contracts, manage the referral process, professional development, coordination with the Department of Education with changes to preschool programs, and advertisement and recruitment of typical peers. The LEA would address inconsistencies in the determination of service delivery through FAPE.

Mr. Brandon stated it is hard for him to visualize making such a large decision without having a better understanding of the structure of the program. Mr. Brandon asked how the proposal differs from what has been done historically. He said he is concerned for the need of an immediate decision from the board when there are so many other factors that need to be considered. Ms. Reinhardt stated the SAU needs to address student growth measures. Student outcome with the current partnership is not what it needs to be. She stated this is difficult when a childcare provider is running a classroom. Mr. Brandon asked how student outcomes have been measured over time and how that determination is made. Ms. Reinhardt said preschool outcome measures are developed by the Department of Education. Ms. Reinhardt also stated the ratio for special education to typical students should be 50/50. Ms. Tsetsilas stated if the plan is modified now, it is unlikely the SAU will get many new students in place for next school year. Ms. Reinhardt stated that is correct. Having a preschool consultant in place will allow for advertising and recruitment in the future.

Mr. Walsh stated it is important to make sure the infrastructure and budget are in place before a decision can be made. He asked what the worst case scenario would be if there are no typical students and if there are any liabilities issues. Mr. Walsh asked what will happen if the preschool outgrows the space being utilized at the Greenland Central school or if the Greenland expands full-day kindergarten to include additional classrooms. Mr. Brandon stated it is important to understand what is being committed to the SAU long-term why severing the partnership. Mr. Brandon asked if the SAU can credibly fill the non-IEP slots and have a single instructor. Ms. Reinhardt said a single instructor can have up to eight identified students and if a paraprofessional is added to the classroom there can be

twelve. Dr. Joyce stated the SAU is responsible for a program we have no control over and it would be irresponsible to not move forward.

Ms. Reinhardt stated she would provide a written report including financial information with Mr. Petralia by next week. Mr. Petralia will then forward the information on to board members and feedback will be collected by him. If necessary, a special meeting will be held in order to take a formal vote on a future of the partnership with the Seacoast Community School Preschool.

Ms. Reinhardt reported there have been changes made to the New Hampshire Special Education Procedural Safeguards Handbook. A copy of the revised handbook has been added to the Google drive folder for tonight's meeting. Ms. Reinhardt said she will be providing a Special Education 101 at the individual board retreats this summer and intends to delve into regulations changes as well as updates to SAU policies.

### **Databased Administrator**

Ms. Curtis reported she will be upgrading teacher gradebooks to PowerTeacher Pro over the summer. Ms. Curtis said her goal for the next school year goal is to provide staff with a lot more training in PowerSchool. Mr. Walsh asked what the current participation rates were by district. Ms. Curtis said the gradebook is currently used in all districts for grades 5 through 8. Mr. Walsh asked when the next anticipated rollout would be. Ms. Curtis stated there is a need for clearer expectations and broader knowledge of the tools used for assessment. At this time, only teachers in grades 5 through 8 are expected to use the system for grading because standards have not been implemented in PowerSchool. Ms. Curtis said she is currently working with Ms. Killen to enter standards for grade 5 on the PowerSchool test server. Assignments will be added to generate a standardized report card. Ms. Tsetsilas asked if options could be explored to tie in lunch payment options through the parent portal. Ms. Moynahan suggested the topic be discussed further by the SAU 50 Technology Committee.

## **NEW BUSINESS**

### **SAU 50 Scholarship**

Ms. Moynahan presented information on the SAU 50 Central Office Scholarship. She indicated the scholarship is funded through payroll deductions; however, not many people are aware the scholarship exists. At this time, there is one Central Office employee contributing to the scholarship account. Mr. Petralia suggested information on employee contributions for the scholarship be shared with new staff as part of the onboarding process.

### **Committee Assignments**

SAU committee assignments and committee descriptions were shared with board members. As discussed at the April meeting, Mr. Bunnell shared a rotation coverage schedule for attendance of Portsmouth School Board meetings thru the end of December. Mr. Bunnell asked for feedback on the best way to provide updates to the group from Portsmouth meetings. Ms. Emory stated it would be a good idea to have agenda items added for individual boards to discuss these updates. Mr. Bunnell said he will send an email to the group with an outline of the meeting. He also shared a link so SAU 50 board members can access the meeting packets for Portsmouth.

## **AGENDA PLANNING**

- September 27, 2017 SAU Joint Board Meeting at 6:30 p.m. at Newington Public School
- November 15, 2017 SAU Joint Board Meeting at 5:30 p.m. at Rye Junior High School
- December 20, 2017 SAU Joint Board Meeting at 5:30 p.m. at Rye Junior High School

- March 28, 2018 SAU 50 Joint Board Meeting at 6:30 p.m. at Greenland Central School
- May 23, 2018 SAU 50 Joint Board Meeting at 6:30 p.m. at Maude H. Trefethen School

**NON-PUBLIC SESSION**

On a motion by Mr. Walsh, seconded by Mr. Brandon, the Board entered non-public session on a roll call vote at 9:32 p.m. in accordance with RSA 91-A:3, II (c).

**RETURN TO PUBLIC SESSION**

On a motion by Ms. Huestis, seconded by Mr. Lynch, the Board returned to public session at 10:45 p.m. and sealed the minutes. Vote: Unanimous

On a motion by Ms. Huestis, seconded by Ms. Baryames, the Board approved and accepted the superintendent's evaluation for the 2016-2017 school year. Vote: 9-0-1

On a motion by Mr. Bunnell, seconded by Ms. Huestis, the Board authorized the Superintendent to administer the 2017-2018 employment contracts for all SAU 50 central office administrators and execute each contract on or before May 31, 2017. Vote: Unanimous

On a motion by Mr. Walsh, seconded by Ms. Huestis, the Board authorized consulting fees for Ms. April Fox, Secretary to the Superintendent. Services to be provided include remote document preparation as well as phone consultation work with the new SAU 50 Secretary to the Superintendent. Services will be up to twenty-five (25) hours at forty-five (\$45.00) dollars per hour. Vote: Unanimous

**ADJOURNMENT**

On a motion by Ms. Huestis, seconded by Mr. Brandon, the Board adjourned at 10:46 p.m.

Respectfully Submitted,  
April Fox

  
Secretary