

**SCHOOL ADMINISTRATIVE UNIT 50**  
48 Post Road, Greenland, New Hampshire 03840  
Phone (603) 422-9572 Fax (603) 422-9575

The SAU 50 School Board met on Wednesday, March 28, 2018, at 6:30 p.m. at Greenland Central School in Greenland, NH

School Board Members Present: Jeanne Moynahan (Chair), Margaret Honda, Paula Tssetsilas, Pat Walsh, Alyson Baryiames, Randy Bunnell, Maria Emory, John Balboni, Randall Lynch, Anne Pinciario, Richard Spaulding, Mark Joyce, Chris Russo, and Jack O'Reilly

School Board Members Not Present: Scott Marion, Debra Crapo

Administrators: Salvatore Petralia – Superintendent  
Kelli Killen – Assistant Superintendent  
Amy R. Ransom – Assistant Business Administrator  
Sarah Reinhardt – Special Education Director  
Lorraine Curtis – Database Administrator

**Call to Order**

Ms. Moynahan called the meeting to order at 6:30 p.m.

**INTRODUCTION OF NEW BOARD MEMBERS**

Ms. Moynahan introduced and welcomed the new board members, Mr. John Balboni from Greenland and Mr. Chris Russo from Newington. Ms. Moynahan also recognized the new board member in Rye, Ms. Debra Crapo.

**REORGANIZATION OF SAU 50 JOINT SCHOOL BOARD (2018-2019)**

Mr. Petralia entertained a motion for nomination of Chairperson. On a motion by Mr. Bunnell, seconded by Dr. Joyce, Ms. Moynahan was elected Chairperson for the SAU 50 Joint Board. Vote: Unanimous

Ms. Moynahan entertained a motion for nomination of Vice-Chairperson. On a motion by Mr. Bunnell, seconded by Dr. Joyce, Dr. Marion was elected Vice-Chair. Vote: Unanimous

Ms. Moynahan entertained a motion for nomination of Secretary. On a motion by Dr. Joyce, seconded by Mr. Bunnell, Mr. Walsh was elected Secretary. Vote: Unanimous

Ms. Moynahan entertained a motion for SAU 50 Treasurer. On a motion by Dr. Joyce, seconded by Mr. Bunnell, Mark Zartarian was elected Treasurer. Vote: Unanimous

**SECRETARY'S REPORT**

The board discussed an amendment to the minutes of November 9, 2016.

*On a motion by Ms. Honda, seconded by Dr. Joyce, the board approved the amendment to the November 9, 2016, minutes of the SAU 50 Joint School Board to read "The SAU board discussed and approved adding two years to Mr. Petralia's contract starting July 1, 2017, through June 30, 2019." Vote: 10 in favor, 4 abstained.*

## **APPROVAL OF PUBLIC MINUTES**

*On a motion by Mrs. Honda, seconded by Dr. Joyce, the Board approved the public minutes from the December 20, 2017, SAU 50 Joint Board meeting as amended. Vote: 10 in favor; 4 abstained.*

## **COMMUNICATIONS**

Mr. Petralia had no communications to share with the board.

## **REPORTS**

### **Superintendent's Report**

Mr. Petralia provided the board with an update on the Public School Infrastructure Fund grant applications for each district. Greenland has been approved for three out of five of their requests. Ms. Ransom believes that all requests will most likely be approved for Greenland. New Castle, Newington, and Rye School Districts have submitted grant requests as well and are waiting to hear. Mr. Petralia shared that there is approximately \$800,000 still available in grant funds from the State and this amount could change if the actual costs from approved requests are less than what was requested.

Mr. Petralia informed the board that Attorney Barbara Loughman is scheduled to provide an orientation for new school board members, and any other school board members that would like to participate, on Wednesday, May 23, 2018 at 5:00 p.m. at the Maude H. Trefethen School in New Castle. This session will occur prior to the SAU 50 Joint School Board meeting scheduled to begin at 6:30 p.m.

Mr. Petralia informed the board that building principals are on track for evaluating their staff. Additionally, the Professional Learning Advisory Committee (PLAC) is in the process of reviewing the Plan for Effective Teaching. A draft of the plan will be available for review at the summer retreats.

Mr. Petralia informed the board of the Clipper Foundation Grants recently awarded to SAU 50 staff members.

- Lorie Bromley and Heather Jenkins from Greenland Central School for "Moving Students into 21<sup>st</sup> Century Learning" by creating a movie studio space.
- Beth Sommers from Greenland Central School for STEM courses.
- Jennifer Bell from Maude H. Trefethen School for a global STEAM village so students taking Spanish can collaborate with Spanish speakers in developing countries and take part in a global research project about water conservation.
- Sheila Adams from Rye Junior High School for her grant to build a small scale sailboat equipped with a GPS transmitter to launch in the Atlantic Ocean.

Mr. Petralia informed the board he would be asking for a non-public session to discuss employment contracts for the federally funded staff in the SAU 50 Preschool program. Funding for the preschool staff is through the Federal IDEA and Preschool grants.

Mr. Petralia informed the board that Ms. Ransom is in the process of meeting with companies to conduct a technology audit of all schools in SAU 50. He anticipates being able to provide an update at the May meeting with the hopes of awarding a contract to a vendor.

Mr. Petralia provided the following reminder of upcoming meetings:

- May 1, 2018 – Secondary School Advisory Meeting at 5:00 p.m. at Portsmouth High School
- May 9, 2018 – AREA Meeting at 5:00 p.m. at Portsmouth High School
- May 23, 2018 – Attorney Barbara Loughman New School Board Member Orientation at 5:00 p.m. at Maude H. Trefethen School
- May 23, 2018 – SAU 50 Joint School Board Meeting at 6:30 p.m. at Maude H. Trefethen School

Mr. Petralia informed the board that Mr. David Latchaw, Principal of the Maude H. Trefethen School and Mr. Pete Latchaw, Principal of the Newington Public School will be attending a weekend training held by the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) Training Center.

Mr. Spaulding asked if the building principals will be provided access to the final report from the technology audit. Mr. Petralia responded yes, the results would be available over the summer.

Mr. Bunnell requested the technology audit be sent to the Committee.

Ms. Tsetsilas inquired as to when the results of staff evaluations will be available for review and what is the protocol for reviewing these results? Mr. Petralia responded that he has provided a numeric summary to the board in the past. He can do this again if the board is interested. Mr. Petralia shared that he received feedback to the previous summary regarding the disproportionate amount of high ratings which was shared with the principals. Mr. Petralia reminded the board members that no names can be divulged for privacy reasons.

Ms. Pinciario asked Mr. Petralia if the archiving project at the SAU office has been completed. Mr. Petralia responded that Ms. Ransom would be speaking about this during her report.

### **Assistant Superintendent of Schools Report**

Ms. Killen began by thanking the board members who attended the curriculum orientation held at 5:00 p.m.

Ms. Killen informed the board that the three year curriculum plan, which includes status notes, is available in the shared Google Drive folder. Ms. Killen provided the following updates:

- The Social Studies curriculum for grades three through five is almost complete, it still needs performance indicators.
- Maude H. Trefethen School and Rye Junior High School has developed STEM classes. Greenland Central School will be adopting STEM classes next year. Teachers are working collectively to develop curricula for these new courses.
- The Health curriculum is still a work in progress.
- The Science competencies are complete, however the focus has shifted from content to practices so the teachers are re-writing the curriculum.

Ms. Killen informed the board that the Curriculum Cabinet, formed to evaluate the curriculums, is no longer meeting due to poor response and attendance. She is looking for other ways to assess the curriculum.

Ms. Killen informed the board that teachers have more autonomy in the area of PLC's and content area. The second PLC session will include more work on what is important to them. New staff

must be up to speed to teach this curriculum. Ms. Killen informed the board that two PLC sessions were scheduled, all attended the first session however she was not sure on attendance for the second session.

Ms. Killen provided an update on New Hampshire State Assessments. This year's test is slightly different although the assessment itself did not change. Federal law states that all students in grades three through eight must be tested. There is a waiver process but it is still pending. Ms. Killen informed the board that there is talk about the assessment starting in kindergarten.

Ms. Killen informed the board that project based learning is happening in all SAU 50 schools. The teachers are working on explaining what standards are being addressed and the how to analyze results by identifying benchmarks. There has been talk of having experts from the communities participate to be the assessors.

Ms. Killen shared the recent Shark Tank events at Rye Elementary and Rye Junior High School. At Rye Elementary School a community member, who is a patent lawyer, reviewed all the inventions as did several staff members. At Rye Junior High School the students chose inventions from the industrial revolution and had to persuade the sharks to invest in their inventions.

Ms. Baryames inquired about vertical alignment with the standards. Ms. Killen responded that standards are already aligned using the Standards by Design process and those standards are continuing to be prioritized.

#### **Assistant Business Administrator's Report**

Ms. Ransom informed the board that all budgets passed and she thanked the hard work of the business office staff.

Ms. Ransom informed the board that she anticipates a fund balance of the SAU budget to be \$27,789.74 or 1.98% of the general funds operating budget.

Ms. Ransom asked the board to approve the spending of federal funds for the 2018-2019 school year when released. The exact amount of the federal funds has not been released by the Department of Education.

*On a motion by Ms. Baryames, seconded by Ms. Honda, the board approved the spending of federal funds in the amount to be determined by the Department of Education for the 2018-2019 school year. Vote: 9 in favor, 4 abstained.*

Ms. Ransom provided the board with an update on the Guaranteed Maximum Rate (GMR) from Health Trust. Health insurance increases came in at the budgeted rate of 1.6% and dental insurance came in at the budgeted increase of 2.3%.

Ms. Ransom provided an update on the fund balance from last fiscal year. Mr. Walsh asked if the funds will be returned to the school districts. Ms. Ransom replied that they would be returned to the districts as revenue, however, some school districts are putting the funds back into the general fund or trust funds based on the March vote.

Ms. Ransom provided an update on the Primex CAP Agreement, a program that provides maximum rate increases for property and liability insurance, unemployment compensation, and workers compensation overages for the next three years.

*On a motion by Mr. Walsh, seconded by Mr. Bunnell, the board approved entering into the Primex CAP Agreement for the next three years. Vote: Unanimous*

Ms. Ransom informed the board she will be recommending the hiring of a new auditing firm for SAU 50 in May. The SAU has been using Bernard, Johnson, Hagan, Couto, and Company for over ten years.

Ms. Ransom shared with the joint board that the SAU holding funds in a savings accounts instead of a trust fund is highly unconventional. Currently there is a savings account with approximately \$35,000.00 for future copy/scanning machines. In the past schools have been charged, per print, for large copying projects. Mr. Bunnell asked if there were any other accounts of which the board should be made aware. Ms. Ransom replied she would be more comfortable answering any detailed questions about the audits and the savings accounts in a non-public session.

Ms. Ransom provided an update on the SAU 50 archiving project. All scanning was completed by Records Force during the 2015-2016 school year. Records for the 2016-2017 school year forward have been saved in paper form. SAU 50 does not have a copier/scanner that is capable of capturing information in an OCR compliant format that would allow us to continue to save in a digital format in an efficient way. Ms. Ransom shared her process for archiving information and how to implement records retention in a digital format for the future.

Mr. Walsh asked what would happen to the payroll records if there was a fire at the SAU office. Ms. Ransom replied that although time cards are currently paper, we retain records in the Tyler financial database. Mr. Petralia added that there was a pause from digitizing records when Ms. Ransom joined the team but the intent is to begin the process again for next year.

Ms. Ransom informed the board that she is seeking bids for new printer/copier/scanning machines for the SAU Office. She is looking into the cost per printer and is anticipating approximately \$10,000.00. This amount could be less with the trade in of the older machines.

Mr. Russo asked if there are issues with copy machines district wide. Ms. Ransom replied that she did find issues when she conducted an audit of copies in all five schools. She informed the board that it might be in the best interest of the SAU to purchase printer/copier/scanners collaborative for bulk cost savings.

*On a motion by Ms. Tsetsilas, seconded by Ms. Pinciario, the board approved up to \$17,000.00 for the purchase of a new copier/printer/scanner for the SAU office. Vote: Unanimous*

Ms. Ransom provided the board with an explanation of some of the SAU savings accounts. It is a government fund that she personally would like to discontinue using in the future.

Ms. Ransom provided the board with information about the SAU 50 Scholarship fund. Last year Ms. Moynahan, Ms. Fox, and Ms. Peterson reviewed the scholarship applications to determine the recipient. There is currently only one SAU employee contributing to the fund.

Dr. Joyce inquired if the fund could be liquidated or should it be in a trust fund and not a savings account. Ms. Ransom replied that she would need to get more information. Once she has more information, she will share it with the board.

Ms. Ransom informed the board she will be receiving bids for the technology services in the near future.

Mr. Bunnell responded that not all schools need the same support and he is still unclear of the vision for the SAU.

Mr. Spaulding responded that he is worried that the \$60,000.00 that was budgeted will be spent quickly. After discussion by the board Mr. Spaulding expressed his agreement with the process as long as there is money allocated for this process.

Ms. Honda inquired about how the SAU is trying to fill out the gaps.

Ms. Tsetsilas attempted to clarify the discussion by reading from the minutes of the last joint school board meeting where it was stated that \$30,000.00 was for "upgrade break/fix support" and \$30,000.00 was to complete the audits. Dr. Joyce responded in agreement with Ms. Tsetsilas that the approval was based on these two specific areas of technology.

Mr. Russo added that he is a Technology Director for two schools in Maine. Mr. Bunnell inquired about his interest and availability to join the Technology Advisory Committee.

Ms. Ransom stated that she is receiving the audits by district. Her initial thought process is to flush out summaries with the Technology Advisory Committee. Her opinion is that we need to have someone managing the technology needs at the SAU level.

Ms. Killen added that she believes we need to figure out what we have and then decide how we can use the technology with a purpose. We need to determine our goal, figure out what we need to accomplish that goal in both the long and short term, and make it happen with team we have in place.

### **Special Education Director's Report**

Ms. Reinhardt provided the board with an update on the SAU 50 Preschool Program. She thanked Rye Elementary School for their support in making the program successful.

Ms. Reinhardt informed the board that in November of 2017 the preschool had a 50/50 ratio of students, 50% special education students, 50% non-special education students as was the target. Ms. Reinhardt informed the board that we have eleven students confirmed for next school year so enrollment is picking up due in part to the help of our Preschool Coordinator, Liza Hewitt, who has been very helpful in implementing the start-up of the program this year. Ms. Reinhardt predicts that we will have students from each school district in the preschool program next school year.

Ms. Reinhardt informed the board that she is hopeful that federal grant funding amounts for 2018-2019 will be released to school district in May.

Mr. Walsh inquired about the tuition that is charged to students. Ms. Reinhardt replied that a small tuition fee is charged to families with non-special education students. Because of the increasing interest in the program we are only accepting non-special education students from SAU 50 school districts.

Ms. Reinhardt informed the board that the shared Google Drive folder contains information about FERPA, the Family Rights and Education Privacy Act. Ms. Reinhardt explained that FERPA

protects the privacy of educational records. Ms. Reinhardt shared that a special education family was exposed recently when parents found out about what should have been an internal conversation. Ms. Reinhardt reminded board members that we all must be more careful of who is around us when we are discussing sensitive information.

Ms. Reinhardt updated the board on discipline referral and reporting.

## **NEW BUSINESS**

### **Nomination of Certified Staff**

In accordance and in compliance with RSA 21-N:9, 189:14-a, 189:39, 189:39-a, and 189:39-b, Mr. Petralia placed into nomination Salvatore Petralia, Superintendent, Kelli Killen, Assistant Superintendent, Amy Ransom, Business Administrator, and Sarah Reinhardt, Special Education Director.

*On a motion by Ms. Honda, seconded by Mr. O'Reilly, the board accepted Mr. Petralia's nomination of certified personnel for FY 19. Vote: Unanimous.*

### **Employment Agreement**

In accordance and in compliance with RSA 189:14h, Mr. Petralia placed into nomination Lorraine Curtis, Database Administrator for FY 19.

### **Nomination of Support Staff**

In accordance and in compliance with RSA 189:14h, Mr. Petralia placed into nomination Tammy Clark, Financial Assistant, Tracy Dumais, Secretary to the Superintendent, Mallory Sherman, Financial Assistant, Diane Peterson, Student Information and Support Secretary, and Jodi Wick, Human Resources and Support Secretary for FY 19.

Mr. Petralia informed the board of the slight increase in hours for the financial staff because of overtime. The new fiscal year will be paying the exact amount with all employees on the same schedule. Mr. Petralia shared that he scheduled an SAU staff meeting and the staff were able to ask questions but no one came forward.

Mr. Bunnell inquired if the financial assistants were okay with their adjusted salary. Mr. Petralia replied that all staff are good with salaries.

*On a motion by Ms. Honda, seconded by Mr. Walsh, the Board accepted Mr. Petralia's nomination of support personnel for FY18. Vote: Unanimous*

### **Annual Evaluation of the Superintendent of Schools**

Ms. Moynahan informed the board that she and the board chairs will hold their first meeting to discuss the evaluation of the superintendent before the end of May.

## **OTHER**

### **Portsmouth School Board Meetings**

Ms. Baryames inquired about a list of attendance for Portsmouth School Board meetings. Mr. Petralia replied that he will draft a calendar of dates but typically they are held on the second and fourth Tuesdays of the month.

Mr. Bunnell added that Portsmouth School Board meetings are approximately one to two hours in length.

Ms. Tsetsilas suggested that future SAU 50 Joint School Board meeting should include a brief summary of discussions held at the Portsmouth meetings so that the SAU 50 board can be kept up to date.

**School Board Meeting Packets**

Mr. Petralia informed the board members that school board meeting packets will be distributed more efficiently in the future with all materials accessible prior to the meeting to provide time for the board members to review information ahead of the meeting.

Ms. Tsetsilas suggested contacting the Superintendent's secretary to let her know if you would like a hard copy of the meeting packet or if you prefer to just view it online.

Mr. Petralia informed the board he will be purchasing copies of *Becoming a Better Board Member* for the new school board members. If any other board members would like a copy, please let him know.

**AGENDA PLANNING**

Mr. Petralia shared the following upcoming meetings:

- May 23, 2018, SAU 50 Joint Board Meeting at 6:30 p.m. at Maude H. Trefethen School
- September 26, 2018, SAU 50 Joint Board Meeting at 6:30 p.m. at Newington Public School

**NON-PUBLIC SESSION**

*On a motion by Mr. Walsh, seconded by Dr. Joyce, the board voted to enter into non-public session at 8:28 p.m. Vote: Unanimous by roll call vote.*

**RETURN TO PUBLIC SESSION**

*On a motion by Mr. Walsh, seconded by Mr. Spaulding, the board voted to return to public session at 9:45 p.m. Vote: Unanimous*

*On a motion by Mr. Walsh, seconded by Mr. O'Reilly, the board voted to seal the minutes of the non-public session. Vote: Unanimous*

**ADJOURNMENT**

*On a motion by Mr. Spaulding, seconded by Ms. Baryiames, the board adjourned at 9:50 p.m.*

Secretary

