

SAU #44 Nottingham
Nottingham School Board
Public Session Minutes
December 6, 2017 / 6:30 pm

1 Nottingham School Board Members: Chair Ms. Jackie Snow, Vice Chair Dr. Roslyn K. Chavda, Ms. Susan
2 Levenson, Ms. Christine Dabrieo, Ms. Kathryn Brosnan

3 Others: SAU#44 Superintendent Dr. Robert Gadowski, Principal Christopher Sousa, Vice Principal Hoellrich,
4 Curriculum Director Jude Chauvette, Finance Director Marjorie Whitmore, Secretary Dawn Calley-Murdough

5 Visitors: Librarian Audra Lewis, Carole Mullen

6 1. Meeting Call to Order: Chair Snow opened the December 6, 2017 meeting at 6:30 pm.

7 2. Chair Snow led those in attendance in the Pledge of Allegiance.

8 3. Review of Bills and Manifests: Board members reviewed and signed the manifest.

9 4. Non-Public Session (if needed): N/A

10 5. Student Representatives: Provided by Mr. Chauvette during his report.

11 6. Library Presentation: Ms. Lewis was introduced by Principal Sousa. Ms. Lewis reviewed some of the
12 current uses and her proposal for changes in the library. The intent is to introduce a flexible learning
13 space in the library to provide students with collaborative and social spaces, as well as individual study
14 spaces. The changes include mobile charging spaces, lighter and more mobile chairs and tables, and a
15 reduction and/or reconfiguration of shelving. Ms. Lewis provided the board with the proposed future
16 library learning standards and requirements, which support collaborative learning and student driven
17 learning.

18 Mr. Sousa stated the school library has space that would meet the requested needs, but with the more
19 recent reconfiguration of school space that space has been allocated to other educators or storage.

20 There is hope that in the future the library space can be taken back for library activities.

21 Ms. Lewis stated she has been working towards introducing more diversity to the students, as it isn't
22 necessarily prevalent in their lives.

23 Ms. Dabrieo asked about the challenges the librarian faces with the existing space. Ms. Lewis stated the
24 mobile furniture will provide the needed space for the larger 3rd and 4th grade classes, mobile book
25 shelves will allow students to break off into smaller groups with better visibility, and the transitional
26 tables could provide the students a larger group space to work on.

27 | Dr. Chavda asked how the library changes ~~work into~~ fit with existing School Board goals. Mr. Sousa
28 stated it would improve student learning and provide them with a higher level of skill based learning.
29 The transition would work with the STEM Goals, and Climate goals, and across the board with the
30 academic goals. The changes can provide students with more options in how they learn their required
31 skills, which can energize students. Mr. Chauvette stated this would also work with the enrichment
32 goals to provide students with better enrichment.

33 Ms. Levenson asked about the difference between a traditional library and the introduction of
34 technology. Ms. Lewis stated many of the current activities are to get students to think and brain storm
35 | in their learning process and the trend is to do this ~~is~~ with technology. Transitioning from paper
36 resources to technology resources, such as encyclopedias will provide student the ability to use the
37 resources at school and at home. However, there is active work to teach students to think while also
38 | teaching a love of reading. Additional activities that take place with the students, will be teaching

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39 | engineering and other science based skills. ~~;~~The goal is to teaching them skills that will prepare them for
40 | the jobs of the future.

41 | 7. Public Comments: None

42 | 8. Approval of Minutes:

43 | **Motion: by Ms. Dabrieo to approve the November 1, 2017 minutes as amended. Second by Dr.**
44 | **Chavda.**

45 | **Vote: 5 – 0 in favor.**

46 | **Motion: by Ms. Dabrieo to approve the November 15, 2017 minutes as amended. Second by Dr.**
47 | **Chavda.**

48 | **Vote: 5 – 0 in favor.**

49 | **Motion: by Ms. Dabrieo to approve the November 15, 2017 non-public minutes as written.**

50 | **Second by Ms. Brosnan.**

51 | **Vote: 5 – 0 in favor.**

52 | 9. Administrative Reports:

53 | a. Business Administrator's Report:

54 | i. 2018-2019 Proposed Budget: Ms. Whitmore presented the changes to the proposed budget as
55 | directed at the prior meeting, as well as amounts that may have changed according to any new
56 | contractual changes.

57 | Ms. Levenson stated the Transportation Committee will hold ~~another~~their first meeting on
58 | Monday, December 11 at 6:00 pm at the Nottingham School for further review of the bids.
59 | Discussion took place about how best to consider reductions to the proposed budget, to try and
60 | ensure a positive public vote. Mathematical calculations took place to add the lower transportation
61 | bid into the proposed budget and the default budget to get a better estimate on what the final
62 | budget totals might be and determine how much should be cut from the proposed budget.
63 | Chair Snow asked to also include \$50,000.00 for a midday transportation kindergarten run into the
64 | default budget, as an estimated amount.

65 | After the transportation changes, the board discussed whether they should adjust the proposed
66 | budget to financially match the default budget, or leave the amount higher. Dr. Chavda expressed
67 | worry about voters passing a budget that is a higher amount than the default and losing full day
68 | kindergarten, and coming up with an appropriate message for voters for better understanding of
69 | the two budgets. Ms. Levenson stated the difference between the two budgets is explained in
70 | detail at the Budget Committee public hearing.

71 | Chair Snow asked if the additional 6th grade 1 to 1 Chromebooks should be added as a warrant
72 | article, based on questions from the Budget Committee and to try and better understand the
73 | educational aspects of 1 to 1 technology. Should the board try and address some of the building
74 | maintenance needs; should the board increase the amount of the Building Repair Capital Reserve
75 | Fund?

76 | Ms. Levenson stated the Budget Ceommittee had a lot of questions regarding the introduction of 1
77 | to 1 units, from an educational standpoint rather than how well the equipment will hold up.

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78 Mr. Sousa reported data on the use of 1 to 1 is being gathered, but the easiest identifiable use is
79 the ability to look up information in real time and faster response time for certain aspects of
80 education modules; students don't have to wait to use a laptop.

81 Ms. Dabrieo reviewed the benefits she has seen with her 6th grade student; easier ability to
82 complete homework, use of multiple electronic text books when needed, and quick access to all
83 school work, and students who don't have access to a laptop may not have those same academic
84 benefits.

85 Mr. Sousa answered that 6th grade students would be able to bring home their assigned equipment,
86 younger grades would not.

87 Dr. Chavda supported leaving the 6th grade Chromebooks in the proposed budget based on the
88 learning goals for 6th grade students as they move toward the middle school experience, but
89 understands the budgetary concerns. There is concern about letting voters make the decision on
90 what the school receives and potentially losing all forward progress with an approved default
91 budget.

92 Ms. Levenson stated the School Board has made significant steps to improve the school building
93 quality, security, and has made a commitment to adding full day kindergarten without adding
94 additional building space. Ms. Levenson recommended phasing in academic goals to maintain the
95 budget, and work on addressing the building needs in coordination with the CIP. Ms. Levenson
96 recommended including building need repairs into warrant articles and ~~postponing budget for~~
97 academic plans.

98 Chair Snow stated she is concerned that if all building needs are included as warrant articles and
99 they fail with the voters, the board can't take any action on needed building repairs. However, she
100 does understand the benefit of making items warrant articles. The board will really need to work
101 on getting the reasons about budget increases out to the public.

102 General discussion took place about whether or not the proposed budget should be a lower
103 amount than the default budget and how or if that could be accomplished. This included concern
104 about the higher class size in 4th grade and how that will impact future high school tuition amounts
105 that is out of the control of the School Board.

106 Ms. Whitmore recommended reducing the Food and Milk account and the Food Service Supply line
107 by \$11,000.00 to help reduce the overall proposed budget and the board agreed to the changes.

108 Mr. Sousa and Mr. Chauvette stated they should be able to find a way to reduce the proposed
109 budget to match the default budget if that was the goal of the board.

110 The board made the decision that the proposed budget would be reduced in the food service
111 accounts, as recommended by Ms. Whitmore, and all other accounts would remain the same.

112 Ms. Levenson expressed concern about cutting too many of the student education plans, and there
113 should be consideration of the needs of the building. Having a budget that is approximately
114 \$15,000.00 higher than the default budget should be acceptable, as the school has seen significant
115 strides in the quality of education provided to the students.

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116 General discussion took place about the budget and overall budget drivers. Dr. Gadomski reported
117 the budget includes a \$382,000.00 increase in high school tuition, which will fluctuate from year to
118 year based on the total number of students.
119 It was stated the School Board could make additional cuts from the budget, if needed, after the 2nd
120 draft review by the Budget Committee.
121 Discussion took place about the process for the Transportation Committee and their review of the
122 bids, possible interviews with the bidders, and final recommendation to the School Board. Once
123 the recommendation is received by the School Board a final decision on a transportation bid can be
124 made and then included in the proposed and default budgets.
125 Ms. Whitmore reviewed the draft tax impact, which will change once the final amounts are
126 included in the budgets.
127 The School Board reviewed the proposed warrant articles, to determine which articles should be
128 included, the amount of each article, and how they should be numbered.
129 Chair Snow recommended increasing the amount of the Building Repair Capital Reserve Fund (CRF)
130 from \$25,000.00 to \$75,000.00 for the large number of upcoming CIP tasks.
131 Ms. Levenson recommended reducing the Grounds Improvement CRF from \$30,000.00 to
132 \$15,000.00 and adding the amount of \$15,000.00 to the Building Repair CRF.
133 There was agreement to reduce the Grounds CRF to \$15,000.00, increase the Building Repair CRF to
134 \$50,000.00, which would be moved above the Grounds Improvements CRF article.
135 Discussion took place about the cost for paper books versus subscription books, which isn't a large
136 as some might expect. The next round of books being considered are the math books for grades K
137 through 8 and an Algebra book, which isn't as expensive as reading materials. The Text Book CRF
138 would remain at \$20,000.00.
139 Chair Snow stated the article for the library changes should not be a proposal to create and CRF,
140 but it should be to raise and appropriate the needed funds. Dr. Gadomski reported the language
141 would be changed. It was determined all proposed changes to the library were included in the
142 proposed amount and the article would be \$30,000.00.
143 Board members corrected the article for a World Language Program and it was determined the
144 amount of the article should be \$86,440.00. Board members agreed they have received student
145 and public comments about the need for a world language program. The board asked for an
146 update on how the world language would be included into the school day for their next meeting.
147 Mr. Sousa and Mr. Chauvette would present a plan on the introduction of how the world language
148 program would transition into the curriculum.
149 All members expressed their concern that they continue to keep the budget as low as possible but
150 it sometimes means cutting out academic and building repair items. There was agreement that the
151 public should be educated on the need to financially support the elementary school with a separate
152 consideration of the need to tuition out high school students. Dr. Gadomski stated there should be
153 a public understanding that Nottingham pays tuition for their high school students, and that the

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154 amount will increase or decrease depending on the number of students the district has at any given
155 time.

156 Ms. Levenson asked for ~~further clarification of~~confirmation that the paraprofessionals ~~needed~~
157 included in the proposed budget would only be used for the full day kindergarten program. It was
158 confirmed that the paraprofessionals would be dedicated solely for the kindergarten classes and
159 programs.

160 The board asked to try and determine the amount of the Dover Tuition.

161 Dr. Chavda asked to preauthorize the SAU and school administration to adjust the proposed budget
162 if the Dover Tuition amount comes in higher than proposed.

163 ii. 2018-2019 Default Budget: See above.

164 iii. 2018-2019 Warrant Articles: See above.

165 b. Assistant Superintendent/Student Services Report: N/A

166 c. Principal's Report:

167 d. Curriculum Director's Report: Mr. Chauvette stated the Coe Brown transition surveys have been
168 received, and summarized the results, stating many of the items identified by students are discussed
169 at the Bridges meetings between the two schools. Overall the students felt well prepared with areas
170 of concerned in being overwhelmed with the class schedule and transition of attending a bigger
171 school, and expectations/requirements for homework, which can't be avoided. A suggestion was to
172 have more than one transition day, a suggestion to make sure students understand the importance
173 of homework completion, and introduction of a world language to help ease the transition. Overall
174 there appears to be an approval of the classes being offered, with the biggest dislike being the
175 computer class, which is probably more because it isn't the type of class they expect.

176 The Dover students were given the same survey electronically and no responses were received;
177 paper copies would be provided instead.

178 There was agreement that Nottingham might try to be harder on students in completing homework,
179 because of the rigors of Coe Brown. Mr. Chauvette stated there are many education requirements
180 at Coe Brown that are not typical of other schools.

181 Mr. Chauvette stated he attended two seminars on the SASS testing and how it differs from the
182 Smarter Balance tests, and the platform will look and be administered exactly the same. The
183 difference will be within the question pool that is now based on the New Hampshire Smarter
184 Balance standards. The time length of tests will be reduced to 90 minutes long from one or more
185 days long; including a change from three days to 90 minutes for the science test and the test will be
186 more interactive. The tests will also be graded by computer versus a person, which will provide
187 results back to the school very quickly. Additional information about the testing and grading
188 process can be found on the Department of Education website.

189 There were positive experiences with the High School Exploration Day with Dover High School and
190 Coe Brown. The Dover presentation was very interactive with students also getting to participate.
191 Students should expect to commit to Coe Brown by mid-December and Dover in January, with an
192 expectation of making a change if needed in early 2018.

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193 Mr. Chauvette presented school ratings from School Digger.com, stating ranking is based primarily
194 on test scores, so no other factors are is measured, and the results can change any given year based
195 on the number of schools included in the scoring and parameters of the website.

196 Mr. Chauvette provided the board with the high school student summaries from Kaleigh Swierk and
197 Lauren Best.

198 e. Superintendent's:

199 i. Personnel Report: Dr. Gadomski reported on two stipend recommendations.

200 **Motion: by Ms. Brosnan to accept the personnel report stipends for Girls JV Basketball and**
201 **Boys Varsity Basketball of \$1000.00 each. Second by Dr. Chavda.**

202 **Vote: 5 – 0 in favor.**

203 ii. CBNA Statistical Report: Dr. Gadomski provided the results of the report, stating there is a lot of
204 information in the report and members should take some time to review the data.

205 Dr. Chavda asked why there are fewer freshmen students qualifying for the high Honor Roll. Ms.
206 Levenson and Chair Snow responded they have seen it can be difficulties with the transition of
207 world language and geometry. Chair Snow stated the list is also weighted by grade.

208 Dr. Chavda asked for a review about the differences between the basic algebra and honor type
209 classes. Mr. Chauvette stated the levels are Skills is the most basic level, then General, College
210 Prep, Honors, and then AP if there is that level.

211 iii. 2017 CBNA Transition Survey: The report was provided to board members.

212 10. Old Business:

213 a. Transportation Bids: Chair Snow stated the committee will meet the next Monday. Dr. Gadomski
214 reported the bids have been opened and are public. Ms. Levenson asked to have the bids emailed
215 to all board members.

216 Dr. Chavda stated she felt despite received comments from Durham School Services, they ultimately
217 responded that they are also affected by the driver shortage, just as other companies. Ms. Brosnan
218 stated he would be able to pull drivers from other areas in the company.

219 Ms. Levenson stated she appreciated both bids, including the larger bid offering a new bus fleet.

220 However, Nottingham has a newer and well maintained fleet and Nottingham isn't really isn't in a
221 position to pay for a new fleet.

222 Ms. Brosnan stated she appreciates the idea of having a new bus fleet, but the existing fleet
223 functions and is safe to use.

224 Chair Snow asked that comments or questions be submitted to the Transportation Committee.

225 b. School District Annual Report: Discussion took place about the deadlines for the annual report,
226 which appears to be pushed out. The proposed deadline of January 15 was accepted. The Dover
227 Report Card and SAU Report Card would be included this year.

228 A decision on who would put the information together would be made at the next meeting.

229 General discussion took place about the report, black and white, and color printing.

230 c. NHSAA Assessment of Educational Facility Needs: Chair Snow stated additional discussion will take
231 place at the next meeting and asked for more ideas about how to move forward with the report

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232 recommendations. Ms. Levenson recommended the next step being an architectural analysis, and
233 an update is needed with the teacher survey, which they said they would provide again for free.

234 **Motion: by Ms. Levenson to ask the NHSAA to update the teacher survey in Appendix C to**
235 **increase the sample size. Second by Dr. Chavda.**

236 **Vote: 5 – 0 in favor.**

237 11. New Business:

238 a. Superintendent's Evaluation: Chair Snow stated the meeting would be held in a non-public session
239 at the end of the public meeting. Dr. Gadomski asked for clarification of the report being used, as it
240 is a draft document. The board was aware it was a draft document.

241 b. School Facility Maintenance Plan: The information regarding the plan was provided. Chair Snow
242 stated that any questions they should be given to Mr. Sousa.

243 12. Monthly Enrollment Report: N/A

244 13. School Board Newsletter/Community Newsletter: Chair Snow stated there would be a submission for
245 the Community Newsletter. Ms. Levenson would provide the School Board newsletter to the board by
246 email for preliminary review. A School Board update would be provided in January and the next full
247 edition will be in February.

248 14. Facebook: Ms. Dabrieo stated she is still learning processes with the Facebook page, as she would have
249 liked to include the Library Presentation. Ms. Dabrieo asked board members to send her suggestions for
250 public posts. Discussion took place about what reports and surveys the board would post on Facebook
251 and there was agreement to make sure items are posted in a consistent manner, and not just when
252 positive results are received. There was agreement to post information about results of standardized
253 test scores. There was also agreement to try and keep out information that could be political.

254 15. Correspondence: Chair Snow stated additional questions were received after the Budget Committee
255 meeting to clarify the internet and E-Rate related concerns. Mr. Sousa asked for time to further
256 understand the concerns, determine the answers, and would like to present the information at a future
257 meeting. There is the expectation to receive all final bids for the installation upgrade by
258 January/February and final reports about E-Rates will be filed at that time.

259 Chair Snow asked that the school should consider additional methods to save money with the upgrades,
260 if possible. Mr. Sousa stated if answers are desired for specific technical questions regarding the
261 technology upgrades they might consider attending a meeting or coming in to speak to the
262 administration about what is taking place.

263 Mr. Sousa stated Nottingham is fairly rural with limited options to run new technology.

264 Ms. Levenson asked if the school has any need to use additional Cable Franchise funds. Mr. Sousa
265 stated the school would like to purchase additional equipment to send video data directly to Comcast;
266 the current process requires transmission from the town offices. Ms. Calley-Murdough stated
267 transmission is currently only allowed from the town, but the town will renegotiate the Cable Franchise
268 Agreement in 2018 and an additional transmission location could be added.

269 16. Committee Report/Updates:

270 Ms. Levenson stated she and Dr. Chavda met with the teachers.

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- 271 17. Other: None.
- 272 18. Public Comment: Ms. Mullen asked for verification that the Transportation meeting is public, and it was
273 stated the meeting is public and would be posted. Ms. Mullen also stated that the requirements and
274 transition for students attending Dover are just as difficult as they are at Coe Brown, it depends on the
275 types of classes they take. There is an understanding that Coe Brown won't fail a student, but there
276 should be a review of how many students are expelled because they aren't meeting the requirements.
277 Chair Snow stated the board will also have a discussion of the Dover High School freshman transition,
278 however the Dover survey isn't complete at this time.
- 279 19. Non-Public Session:
280 9:26 PM Motion: by Dr. Chavda to enter into Non-Public Session RSA 91-A:3 II (a) and (c). Second by Ms.
281 Dabrieo.
- 282 **Roll call to enter Non-Public Session:**
283 Ms. Jackie Snow, Chair – Yes, Dr. Roslyn K. Chavda, Vice Chair – Yes, Ms. Susan Levenson – Yes,
284 Ms. Christine Dabrieo – Yes, Ms. Kathryn Brosnan – Yes
- 285 9:50 PM Motion: by Ms. Dabrieo to adjourn the Non-Public Session and re-enter Public Session. Second
286 by Dr. Chavda.
- 287 **Roll call to exit Non-Public Session:**
288 Ms. Jackie Snow, Chair – Yes, Dr. Roslyn K. Chavda, Vice Chair – Yes, Ms. Susan Levenson – Yes,
289 Ms. Christine Dabrieo – Yes, Ms. Kathryn Brosnan – Yes
- 290 The Board entered Public Session at 9:50 pm
291 Chair Snow stated that while in non-public session a personnel matter and a student matter was
292 discussed. No votes were taken while in non-public.
- 293 Dr. Chavda mentioned that the climate survey should occur in April and asked to include the topic on an
294 upcoming agenda for planning to begin.
- 295 Ms. Levenson stated the board should also add discussion of the School Board Association Delegate
296 Assembly and resolution for the January assembly.
- 297 Upcoming Meeting Dates:
298 December 18, 2017 at 6:15 pm Joint Board Meeting: SAU Office
299 December 20, 2017 at 6:30 pm Regular Board Meeting
300 January 3, 2018 at 6:30 pm Regular Board Meeting
301 January 17, 2018 at 6:30 pm Regular Board Meeting
302 January 22, 2018 at 6:15 pm Joint Board Meeting: SAU Office
303 February 6, 2018 at 7:00 pm Deliberative Session (snow day: February 9th)
- 304 20. Adjournment:
305 **9:54 PM Motion: by Ms. Dabrieo to adjourn. Second by Ms. Brosnan.**
306 **Vote: 5 – 0 in favor.**
307 Respectfully Submitted
308 Dawn Calley-Murdough