

SAU #44 Nottingham
Nottingham School Board
Public Session Minutes
March 12, 2017 / 5:00 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 Principal Christopher Sousa, Vice Principal Jeff Hoellrich, Curriculum Director Jude
4 Chauvette, SAU #44 Assistant Superintendent Scott Reuning,
- 5 Visitors:
- 6 1. Meeting Call to Order: Chair Snow opened the March 12, 2018 meeting at 5:03 pm. Ms. Brosnan
7 joined the meeting at 5:15, Dr. Chavda at 5:43 pm, and Mr. Sousa at approximately 5:50 pm.
- 8 2. Chair Snow led those in attendance in the Pledge of Allegiance.
- 9 3. Review of Bills and Manifests: The Board reviewed and signed the manifest.
- 10 4. Non-Public Session (if needed): N/A
- 11 5. Student Representatives: Reports were distributed to board members in hard copy and not given
12 verbally due to the meeting schedule change. The reports would be included as part of the minutes.
- 13 6. Public Comment: None
- 14 7. Approval of Minutes:
- 15 **Motion: by Ms. Dabrieo to approve the public minutes of February 12, 2018 as amended. Second**
16 **by Ms. Levenson.**
- 17 **Vote: 3 – 0 in favor.**
- 18 **Motion: by Ms. Dabrieo to approve the two sets of non-public minutes of February 12, 2018 as**
19 **amended. Second by Ms. Levenson.**
- 20 **Vote: 3 – 0 in favor.**
- 21 **Motion: by Ms. Dabrieo to approve the public minutes of February 21, 2018 as amended. Second**
22 **by Ms. Levenson.**
- 23 **Vote: 3 – 0 in favor.**
- 24 **Motion: by Ms. Dabrieo to approve the non-public minutes of February 21, 2018 as written.**
25 **Second by Ms. Levenson.**
- 26 **Vote: 3 – 0 in favor.**
- 27 8. Administrative Reports:
- 28 a. Business Administrator’s Report: N/A
- 29 i. Monthly Financials: N/A
- 30 b. Assistant Superintendent/Student Services Report: N/A
- 31 c. Principal’s Report: N/A
- 32 d. Curriculum Director’s Report: Mr. Chauvette reported he has received a portion of the Dover
33 grade areas, he is still waiting for arts, P.E., and world language.
- 34 Registrations have gone very well, and expect finalization to be completed soon. A small shift
35 has been seen from Dover to Coe Brown, but remains relatively stable; 2/3 to Coe Brown and
36 1/3 to Dover.

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37 Discussion took place about sterilizing the school and and computers. The board thanked Mr.
38 Chauvette and Mr. Smith for cleaning the computers. -Mr. Hoellrich thought the school was
39 over the big absence bubble with sick children.

40 e. Superintendent's:

41 i. Personnel Report:

42 **Motion: by Ms. Levenson to accept Andrew Porter as the Softball Coach. Second by Ms.**
43 **Dabrieo.**

44 **Vote: 3 – 0 in favor.**

45 Ms. Brosnan arrived at 5:15 pm.

46 **Motion: by Ms. Levenson to accept the stipends as presented for the Baseball Coach, Sub**
47 **Coordinator, Track Coach, Track and Field Coach. Second by Ms. Dabrieo.**

48 **Vote: 4 – 0 in favor.**

49 9. Old Business:

50 a. School Board Goals: The board reviewed their Business Goals. A question was received about
51 the goal to maintain an audit committee at the Joint Board to better understand the financial
52 reporting requirements, and that this is a Joint Board task. Ms. Levenson stated many worked
53 on the goal and provided the results to the Joint Board and felt the completed work has been
54 very productive. Chair Snow stated she felt it was important for the Nottingham School Board
55 be an advocate for and be part of the committee to make sure continue review takes place. Ms.
56 Dabrieo suggested changing the information to document advocating for the continuation of the
57 committee and list as an action items for the Nottingham School Board maintain an active
58 participation in the audit committee and then to communicate results back to the Nottingham
59 School Board.

60 The goal for a Business Office Procedure Manual. Chair Snow stated a comment was received
61 about the goal being an SAU staff goal, and while she feels it would come from the SAU, the
62 majority of business decisions take place at the school board meeting. Ms. Levenson stated
63 while the board hands these duties to the SAU, and while the tasks might be slightly different
64 for each district, it isn't improper to have details about the operating procedures of how that
65 business is complete. The other board members agreed to support receiving and reviewing a
66 manual. Ms. Dabrieo asked if action strategies should be to pull together an existing procedure
67 manual, communicate the existing information to the board, and then to have the board
68 evaluation the manual for possible changes. The other board members agreed. The person
69 responsible column would be the SAU.

70 Chair Snow stated goal three is to start the budget process in August. Ms. Levenson felt it was
71 an important goal and suggested the board hold a work session to meet with each department
72 head to talk about the budget goals to establish a strategy, which will hopefully eliminate the
73 need to meet with everyone during the budget setting process; providing the board with a

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74 priority list of items/tasks for each department to make sure things aren't missed as the budget
75 is developed.

76 Chair Snow wanted to make sure the information is available for continuation of discussion at
77 each board meeting, and felt it could be a focus session for the board to provide input about the
78 budget planning framework. There was agreement that a more in depth pre-discussion would
79 identify the more important budget items and drivers to and could help make the budget
80 process easier. Chair Snow suggested an item three for a longer work session to establish a
81 department budget priority list. Ms. Dabrieo stated it would be interesting to start, and
82 wonders how much time it would actually save for regular board meetings; it could be beneficial
83 to have the larger budget discussion at the beginning of the process for priorities rather than
84 adding and removing items at the end to adjust the budget. A work session to talk about budget
85 priorities was requested for August. Mr. Chauvette reported he did this in a prior district to
86 review changes to programs; additions, positions, programs, or materials that might be added or
87 subtracted as they are budget drivers. Mr. Chauvette recommended notifying teachers of the
88 requested information at the end of the school year so they are ready at the beginning of the
89 school year to hold the discussion.

90 Discussion moved forward to Goal 4 to tie CIP report to the budget and capital reserve accounts.
91 This includes action strategies to make sure an adequate amount of money is established for
92 reserve accounts for budget planning, use CIP report data to set timelines, receive
93 administrative recommendations, preparing warrant articles for reserve accounts, and review
94 fund balance at the end of the fiscal year to include funds into the reserve accounts.

95 Ms. Brosnan reported many of the current action items are already being done. No changes
96 were made to goal 4.

97 Discussion took place on Goal 5 review of contracts and facility agreements. Action items
98 included collection and review of existing contracts, contact vendors for price changes, create
99 and issue RFP's according to board policy, evaluate bids and bring recommendations for the
100 board to review. Ms. Levenson stated this currently happens but would like to have a more
101 formal business binder. Chair Snow stated that would be part of Goal 6 and would appreciate
102 an annual review of contract deadlines to prevent delay on taking action. The board members
103 agreed to leave the goal and action items as written.

104 Discussion took place on Goal 6 to establish an operation and business calendar and manual.
105 Ms. Levenson stated it could be helpful for new/incoming board members to help them better
106 understand all the work that needs to be completed; to include a timeline of the activities which
107 take place throughout the year. Chair Snow approved of the process in creating a calendar for
108 reminders.

109 Chair Snow recommended expanding the goal from only an operation calendar, but also include
110 a board operation guide. There was agreement that it would be helpful in reminding board
111 members of upcoming tasks.

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112 School Culture, Health, and Safety Goals were reviewed. There was agreement to continue
113 meeting with the teachers.

114 Board members reviewed the different versions of the goals, it wasn't determined if all
115 members had the same version. The board thought the goals might have been updated and
116 presented online, but not all the recent changes have been distributed in hard copy, specifically
117 for the Communication Goals. It was determined the Climate Survey should be ~~its own goal and~~
118 ~~would be removed from part of~~ the School Culture, Health and Safety Goals and would be
119 removed from the Communication Goal.

120 Discussion took place about the Culture/Climate Survey. An action item included completing an
121 annual school climate survey. The board decided to continue discussion regarding the
122 remaining goals for the next meeting.

123 **Motion: by Ms. Brosnan to accept Business Goals one through six. Second by Ms. Dabrieo.**

124 **Vote: 4 – 0 in favor.**

125 Dr. Chavda joined the meeting at 5:43 pm.

126 10. New Business:

127 a. Space Advisory Committee: Postponed to the next meeting.

128 b. Transportation Contract: Chair Snow reported the previous feedback regarding the contract
129 have been incorporated into the proposed contract, the suggestions and questions regarding
130 the feedback from the SAU needed answers, and the proposed changes to the contract. The
131 board reviewed the recommend changes for a final contract.

132 Chair Snow stated the Transportation Committee was comfortable with the School Board
133 moving forward in making the final recommendation, but wanted to become involved when bus
134 routes are established.

135 The board answered questions about changes to the contract for local discipline on the bus by
136 the bus drivers, with agreement that it was already established in policy. Chair Snow stated bus
137 drivers need to seek permission to bring their own children, who are not Nottingham students,
138 on their bus. Chair Snow stated there is mention of a motor vehicle record, expressing
139 confusion of whether it is already part of the contract, in section SAF-C1300 request; does the
140 contract need to have specific mention of the request.

141 Discussion took place about making sure the busses being used are identified as a Nottingham
142 School District, and not another district. However, the Transportation Committee didn't want
143 the label to mean Nottingham goes without a bus. Dr. Chavda asked why the name on the bus
144 was even part of the contract. Ms. Brosnan agreed, stating it is more important to have a safe
145 bus than one that is identified as a Nottingham School District. There was agreement to ask for
146 specific language from Dail Transportation about the wording on the bus.

147 Chair Snow stated the committee recommended the contract terminating stops based on the
148 age of children and the response from Dail was it was more policy and not necessary in the
149 contract. Ms. Levenson stated Dail already follows the procedure and stops are changed based

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150 on changing ridership. There was agreement that it was part of the operational discussion with
151 Dail and didn't need to be part of the contract.

152 There was agreement that the wording for bus driver information should be consistent
153 throughout the entire contract. This includes the delivery of the names of drivers, substitute
154 drivers, and items six and two were in conflict. Ms. Brosnan stated the timeline of driver
155 training/certifications may not be the same as when bus routes are presented. After discussion
156 there was agreement to have the dates the same and to leave July 15th as the deadline, with
157 both drivers and their identified routes.

158 Discussion took place about the difference and non-use of smoking paraphernalia, or use of
159 tobacco products of any kind. There was agreement all items should be included in the
160 contract.

161 Discussion took place about the term of "while driving" and it was the intent that there would
162 be no prohibited activity on the bus by the driver at any time, except with use of a mobile device
163 when they are out of radio contact. Review of the specific RSA took place in regards for mobile
164 device use.

165 Dr. Chavda asked ~~for-if~~ the timeline of reporting ~~of~~ accidents happens sooner than 24 hours.

166 Discussion took place about the different scenarios that could happen with bus accidents, from
167 the extreme with injuries to small fender benders with backing up into a tree. Dr. Chauvette
168 recommended reporting incidents by the end of the same business day verbally and another
169 recommendation was made that detailed written report within 24 hours. The board requested
170 a verbal report within an hour ~~of the incident at of~~ the end of the route and a written report
171 within 24 hours.

172 Chair Snow asked for the changes to the contract be presented for the board review at the next
173 meeting.

174 c. Climate Survey: Postponed.

175 d. RFP Security Camera Quote: Board approval would be provided at the next meeting.

176 e. NHSAA Education Facility Needs Blank Survey: The blank survey was included for board review
177 and future questions.

178 11. Monthly Enrollment Report: N/A

179 12. School Board Newsletter/Community Newsletter: Ms. Levenson reviewed the materials she
180 provided in the draft newsletter and asked for preliminary approval to move forward with printing.
181 The board members would review the newsletter before approval.

182 13. Correspondence: Chair Snow stated the board has received correspondence about bussing for after
183 school programs and recommended providing a specific answer that it could be suggested for a
184 future budget. Mr. Reuning reported additional information is being sought from the person making
185 the request. The board expressed concern about the potential significant increase in bussing costs
186 with all the different scenarios and end times for the different after school programs. The SAU
187 would contact the parent.

188 14. Committee Report/Updates:

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189 15. Other:

190 a. District position on 3/14 “School Walkout” Day: Mr. Sousa reported he has connected with staff
191 and it was felt there has been very little conversation by the students regarding the matter. The
192 school would like to promote more of a “walk up” versus a “walk out” movement to encourage
193 more positive interaction between students, similar to the activities during Kindness Week.

194 A moment of silence in the middle school grades could take place, but there is a desire to
195 promote the kindness piece.

196 Ms. Dabrieo asked if there will be a plan in place to make sure students who choose to walk out
197 are safe. Mr. Sousa reported he will discourage students from walking out and if they did, they
198 won’t be unsupervised. Chair Snow requested to continue the discussion regarding school
199 safety policy and action during the non-public session.

200

201 Ms. Levenson, Ms. Brosnan, Dr. Chavda, and Ms. Dabrieo expressed their thanks and
202 appreciation to Chair Snow for her service to the board.

203

204 b. Confirm future agenda topics:

205 i. 7/8th Grade Washington DC Field Trip:

206 ii. Public forum & Input Session Planning:

207 16. Public Comment:

208 17. Non-Public Session:

209 **6:21 PM Motion: by Ms. Brosnan to enter into Non-Public Session RSA 91-A:3 II (c) and (i).**

210 **Second by Dr. Chavda.**

211 **Roll call to enter Non-Public Session:**

212 Ms. Jackie Snow, Chair – Yes, Dr. Roslyn K. Chavda – Yes, Ms. Susan Levenson - Yes

213 Ms. Christine Dabrieo – Yes, Ms. Kathryn Brosnan – Yes

214 6:45 PM the Board returned to the public meeting.

215 No votes were taken and the board discussed a student matter and school safety issues.

216 Upcoming Meeting Dates:

217 March 13, 2018 at 8:00 am to 7:00 pm Election Day Nottingham Community Center

218 March 21, 2018 at 6:30 pm Regular Board Meeting

219 March 26, 2018 at 6:15 pm Joint Board Meeting at SAU Office

220 April 7, 2018 at 6:30 pm Regular Board Meeting

221 18. Adjournment:

222 **6:45 PM Motion: by Ms. Dabrieo to adjourn. Second by Dr. Chavda.**

223 **Vote: 5 – 0 in favor.**

224 Respectfully Submitted

225 Dawn Calley-Murdough