

*To be approved by the Newington School Board at the September 10, 2019 meeting.*

**NEWINGTON SCHOOL DISTRICT  
NEWINGTON, NEW HAMPSHIRE**

The regular monthly meeting and the annual retreat meeting of the Newington School District were held at Newington Public School, August 13, 2019, at 4:00 p.m.

**PRESENT:**

School Board Members:

Mark Joyce (Chairperson)  
Mr. Jack O' Reilly  
Mr. Chris Russo

Administrators:

Salvatore Petralia, Superintendent  
Kelli Killen, Assistant Superintendent  
Mindy Ryan, Business Administrator  
Sarah Reinhardt, Special Education Director  
Brian Grattan, Director of Technology  
Peter Latchaw, Principal  
Samantha Fuller, Secretary to the Superintendent

**SCHOOL BOARD RETREAT**

**CALL TO ORDER**

Dr. Joyce called the school board retreat session to order at 4:00 p.m.

**REVIEW OF DISTRICT GOALS FROM 2018-2019**

Mr. Petralia opened the discussion with a review of the progress relating to the 2018-2019 goals.

**Learning Goal for Students**

Mr. Latchaw stated that on the whole students did well when STAR data was compared from the beginning of a school year through the end of the school year. He presented a spreadsheet breakdown by grade level with results from math and language arts that compared spring and winter results. He noted the overall goal is student growth. The standard was overwhelmingly reached.

Dr. Joyce asked how the data collected from the STAR testing is utilized for the subsequent academic year by teachers.

Mr. Latchaw stated staff continually reflects on how best to use the data. During Professional Development days, staff may choose to use the information to help build classroom assignments for the coming year. The data is also used as a reference for class size models and to access students that may require certain locations. Over the summer months teachers will reflect on the data to adjust curriculum. He added that the STAR assessment is given to students in the third week of the school year in order to facilitate goal setting at the October parent meetings.

Ms. Killen stated this goal is worthwhile continuing. While many students have shown growth the goal itself continues to help those students in the middle to high level as well as other students that may be struggling. She feels that STAR assessments in combination with classroom data are excellent indicators

of where individual growth is occurring for a student. She added that the staff continues to do a great job personalizing goal setting for students.

All board members agreed to continue with "Learning Goal for Students" as a District Goal.

Dr. Joyce questioned if information is tracked that indicates how the 7<sup>th</sup> and 8<sup>th</sup> grade Newington students compare based on what they learned at NPS. Ms. Killen stated the information is not currently recorded but she wants to facilitate that conversation with the Assistant Superintendent of SAU 52.

Dr. Joyce reminded the Board that previously there was discussion about creating a student/parent survey to gather information regarding how students feel in the middle and high school as related to their education at NPS. Mr. O'Reilly felt the high school could provide such data. Ms. Killen said she would do the same for the middle school and the data would be based on the NH state assessments.

Dr. Joyce stated performance data would be helpful; however, he would also be interested in parent perception of the progression into 7<sup>th</sup> and 8<sup>th</sup> grade.

Mr. Russo felt it would be helpful to include former students in such a survey.

Mr. Latchaw stated he would create a draft survey to present to the Board in September for a potential October launch.

#### **Professional Development Goal / Plan for Effective Teaching**

Mr. Petralia explained that the revised Plan for Effective Teaching was now a blueprint for teacher evaluation across the SAU 50. During the 2018-2019 academic year there was discussion on forms, procedures and the plan moving forward. He has received feedback that positive changes have been made.

Mr. Latchaw added that he has been pleased with the new plan guidelines. He passed out the matrix that he uses to collect data for his staff. He holds himself accountable for spending time in classrooms for teacher observation. He indicated the forms are now more concise and teachers find the rubrics more clearly stated. He reiterated staff is required to keep track of their own professional development work including providing evidence it was completed. Staff presents updates on professional development during weekly staff meetings and encourages them to do more.

Dr. Joyce reiterated that this goal should continue to be a priority.

#### **School Board Meeting Efficiency**

Mr. Petralia expressed appreciation for the efforts the Board has made in holding efficient and timely meetings. Dr. Joyce asked if further changes should be made. Mr. Petralia reiterated the expectation is that Board packet information would be completed the Friday before the meeting. He inquired as to if Board members want hard copies of packets or if the shared drive is preferable.

It was decided that full packets would be shared on the Board drive. Agendas (and sensitive documents) would be provided as hardcopies at the meeting.

It was suggested going forward Mr. Latchaw display documents on the viewer during Board meetings.

### **Capital Improvement / Maintenance Needs**

Mr. Latchaw noted that all previously listed projects had been completed.

It was requested all the water locations that were updated via the lead remediation process be retested. Mr. Latchaw will contact Ms. Wick in regard to retesting.

Mr. Latchaw noted that in July the company that tests the fire systems within the building provided a list of areas in which the school was deficient. Over the course of the summer most of those items have been corrected. The remaining item to be fixed is the main fire alarm panel that communicates directly with the Fire Department. He has been assured a quote for a new panel is on the way.

Dr. Joyce requested that Mr. Latchaw inform Board members via email the date of the scheduled panel upgrade.

Mr. O'Reilly inquired how often inspections within the school occur. Mr. Latchaw stated that New Castle created a matrix to track all inspections required and he has been adapting a similar matrix for NPS.

Dr. Joyce asked if there were additional maintenance needs in the short term in which they could use funds from the expendable trust fund. Mr. Latchaw reiterated that he feels they are in a good place with many items (roof, window seals, boiler, plumbing, septic, air-conditioning), all in good shape. He noted that several windows are still in need of being updated with tempered glass.

Dr. Joyce asked if building structure should remain as a standing goal. All members agreed.

Mr. Russo said he will help create a maintenance timeline/matrix for when past improvement dates and future evaluation dates of building improvements.

Mr. Petralia asked if Newington has a Capital Improvement Plan and if NPS is able to incorporate things on to that list. Mr. O'Reilly stated that list is updated on a four-five year basis, but does not believe the school is included on the list. Dr. Joyce suggested creating a NPS specific list and provide the Town access to the list. The previous improvement list created by Mr. Katkin, will be reentered into a digital format.

### **FINANCIAL FORCAST**

Ms. Ryan presented a review of the 2019-2020 year-to-date expenditures including encumbrances (such as salaries and benefits). Mr. O'Reilly questioned as to the reason for encumbering salaries. Ms. Ryan stated so they know what will be spent on payroll for the year for contracted employees.

Ms. Reinhardt stated that currently there is a Special Education staffing position that was unable to be filled so it has been changed to a contracted service position. There is uncertainty as to if a speech pathologist will be employed or contracted so that may also be adjusted in the future.

**4:40 BREAK**

## **SCHOOL BOARD MEETING**

**CALL TO ORDER:** Dr. Joyce called the meeting to order at 4:50 p.m.

### **SECRETARY'S REPORT**

*On a motion by Mr. Russo, seconded by Dr. Joyce, the public minutes of June 11, 2019, were approved.  
Vote: 2-0-1*

### **Communications**

Mr. Petralia asked the Board to make a decision on a previous communication from Robert Gadomski, Superintendent of SAU 56, requesting to obtain and share SAU services for both Somersworth and Rollinsford. Mr. Petralia recommended that the Board abstain from sharing services at this juncture for several reasons including recent staffing changes in the SAU 50 Business office and impending audit report.

Dr. Joyce stated a motion would be made under the New Business section of the meeting.

### **FINANCIAL REPORT**

*On a motion by Mr. O'Reilly, seconded by Mr. Russo, the manifest of June 29, 2019 through June 30, 2019 in the amount of \$4,956.84 was approved. Vote: 3-0*

*On a motion by Mr. O'Reilly, seconded by Mr. Russo, the manifest of July 1, 2019 through July 26, 2019 in the amount of \$147,258.74 was approved. Vote: 3-0*

Ms. Ryan presented a review of the 2018-2019 ending budget with adjustments in order to give a figure of potential Fund Balance. The estimated Fund Balance with no further adjustments is \$144,495.58

Dr. Joyce noted that \$60,000 will go towards the warrants.

### **RECOGNITION OF GROUPS OR INDIVIDUAL VISITORS – None**

### **CONSULTING SERVICES TO THE BUSINESS OFFICE / AUDIT**

Mr. Petralia has been communicating with School Board chairs across SAU 50 about the recent developments with regard to the audit. As mentioned previously, a preliminary report from Plodzick and Sanderson, P.A. determined a final audit could not yet be completed. A consultant will be working with the Business Office implementing corrective action to create compliance with more modern governing standards. Due to the urgency in Greenland relative to the energy project, the consultant will begin the process with Greenland.

Ms. Ryan reiterated that the consultant would be starting with the recorded financial data from 2017 to current. Bank reconciliation is a component of the process with a focus on the revenue side of record keeping. While SAU 50 information is accurate, it will need to be put into the current financial recording system to be used to its full capacity.

Mr. Petralia stated that the Board chairs had granted him authority to enter into employment services with the consultant; her rate is very competitive. The point person from Plodzick and Sanderson will assist with the buildup of the accounting system as a separate project before then completing a final audit.

## **NEW BUSINESS**

### **Signing of DOE General Assurance**

Ms. Killen reviewed with the Board the funds available for the districts and asked they take a formal vote to approve the allotted federal funds.

*On a motion by Mr. O'Reilly, seconded by Ms. Russo, the Board approved the Department of Education General Assurance Funds as listed. Vote: 3-0*

## **PERSONNEL**

Mr. Latchaw stated difficulty finding a person to fill the open Physical Education/Health Teacher position. The current Art teacher, Ms. Vitali, has offered up her interest in assisting in the position in addition to her current role as Art teacher. Ms. Vitali is not currently certified as a Gym Teacher therefore she and Mr. Latchaw are working together with the State Department, to establish her as part of the one year emergency temporary position rule. Ms. Killen noted that Ms. Vitali will be mentored by the Rye Elementary School Gym Teacher for the school year.

*On a motion by Mr. O'Reilly, seconded by Mr. Russo the Board approved the nomination of Suzanne Vitali as Physical Education/Health Teacher as allowed by the NH State Department of Education for a one year emergency placement. Vote:3-0*

Mr. Latchaw discussed his need for a full time professional para/substitute teacher. He stated that funds to cover the salary will be taken from the substitute teacher account (\$7,000). Additional money needed will be drawn from the unanticipated funds account.

Mr. Petralia questioned how costs would be covered if two substitutes were needed in one day.

Mr. Latchaw stated that the income from the four full time tuition students would help offset such a cost.

Mr. Petralia noted at a previous SAU 50 Joint Board meeting he had mentioned the idea of a building based educator which is similar to what Mr. Latchaw is proposing. He supports the idea and believes it to be a great opportunity to have a person who develops a relationship with building staff and students.

Dr. Joyce asked if Mr. Latchaw believes they will be able to hire a certified teacher for the position. Mr. Latchaw responded that is his intention.

*On a motion by Mr. O'Reilly, seconded by Mr. Russo, the Board approved the position of a full time Building Substitute/Paraprofessional Teacher as a pilot program for the 2019-2020 year.  
Vote: 3-0*

### **Public School Capacity Report**

Mr. Latchaw stated he had been approached several times over the last year in regard to the capacity of the school. Recently, with the assistance of Dr. Joyce, and utilizing a format specifically created to assess capacity of schools, he created a capacity plan for NPS. The document provides inventory of the space including square footage. It was determined that 18 students per classroom is the optimum limit due to multiage groupings (65 students is total school capacity). Two classrooms are currently under the minimum square footage based on the NH guideline which is further evidence supporting fewer students within a room.

Mr. Latchaw asked for the Board to vote on the Capacity Report so it may be formally presented to the Town.

*On a motion by Mr. O'Reilly, seconded by Mr. Russo, the Board approved the recommendation to set the functional capacity of Newington Public School at 65 students. Vote: 3-0*

**Other**

*On a motion by Mr. Russo, seconded by Mr. O'Reilly the Board voted to abstain from shared SAU services with Somersworth and Rollinsford school districts at this time. Vote: 3-0*

*On a motion by Mr. O'Reilly, seconded by Mr. Russo, the Board approved the Newington Public School Student Parent and Staff Handbooks for the 2019-2020 academic year. Vote: 3-0*

It was noted that the Fox Point Sunset Road Race will be held September 7, 2019 at 5:00 PM

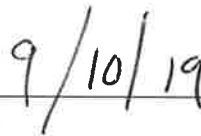
**ADJOURNEMENT**

*On a motion by Dr. Joyce, seconded by Mr. O'Reilly, the board voted to adjourn the meeting at 5:30 p.m. Vote: 3-0*

Respectfully Submitted By,  
Samantha Fuller,  
August 27, 2019



Chris Russo, School Board Secretary



Date