

NEWINGTON SCHOOL DISTRICT
School Administrative Unit 50
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The regular monthly meeting of the Newington School Board took place on Tuesday, December 12, 2017 at 6:00 p.m. at the Newington Public School.

PRESENT:

School Board Members: Dr. Mark Joyce (Chair)
Mr. David Mueller
Mr. Jack O'Reilly

Administrators: Salvatore Petralia, Superintendent
James Katkin, Business Administrator
Amy R. Ransom, Assistant Business Administrator
Sarah Reinhardt, Special Education Director
Peter Latchaw, Principal

CALL TO ORDER – Dr. Joyce called the meeting to order at 6:00 p.m.

SECRETARY'S REPORT

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, the public and non-public minutes of November 14, 2017 were approved. Vote: 3:0

COMMUNICATIONS

Mr. Petralia informed the Board that Mary Reddick intends to retire from her position as the Special Education Coordinator at the end of the 2017-2018 school year. Mr. Petralia will request the Board to entertain a motion to accept Ms. Reddick's intent to retire under the Personnel section of this evening's meeting.

FINANCIAL REPORT

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, the manifest for November 15, 2017 through December 8, 2017 was unanimously approved in the amount of \$197,157.93. Vote: 3:0

REPORTS

Business Administrator's Report

Mr. Katkin provided the Board with an index of archived files available at the SAU 50 office, which date back to 1979. Mr. Katkin noted that the last two years are still in paper form and have not yet been archived. He hopes to have this completed by the January school board meeting. Mr. Katkin also provided copies of his maintenance summary which categorized what was installed/purchased, when it was installed/serviced, what it cost, and a service log with an estimated date of when the item/system may need to be replaced.

Mr. Katkin informed the Board that the school building is in good shape, with only a few items that could be replaced, but larger items such as the roof or a boiler are in good shape and up to date. The kitchen is a little out dated, but it is still useful and not much needs to be done to it.

Dr. Joyce asked if there was a capital improvement outline. Mr. Katkin stated that there was an outline and that he hopes to have it completed by next month. The outline will list everything that has been done to the building in the last twenty years. Mr. O'Reilly asked if there was a monthly maintenance schedule or checklist. Mr. Latchaw reported that there are several services that occur monthly, such as pest control. Mr. Latchaw also stated that Chef Tom keeps a check list of certain items, such as the boiler. Ms. Ransom asked Mr. Latchaw if anyone checks the building during the nights and weekends. Mr. Latchaw stated that Mr. Mueller does and that the longest time the building has gone without being checked is 48 hours.

Superintendent's Report

Mr. Petralia informed the Board about a newly created Public School Infrastructure Fund, which has an estimated \$19,000,000 available to public schools across the state of New Hampshire. The criteria for funding include applications that address life and safety issues at schools and improving safety at schools. Mr. Katkin and Ms. Ransom will be working with Mr. Latchaw on this project and will give the Board an update during *New Business*.

Mr. Petralia notified the Board that a new RSA was recently adopted that requires schools to have a policy that no student is to submit to a non-academic survey or questionnaire without the school receiving written consent from Parent or guardian to do so. SAU 50 does not have a policy on survey and questionnaires and asked that Dr. Joyce discuss drafting a policy with his colleagues in the Policy Committee.

The Secondary Advisory Committee met last week in Portsmouth. Mr. O'Reilly was in attendance. The Committee discussed Portsmouth's student suspension/discipline policy, as the Rye School has a few concerns. Another recent topic of discussion is the Robert J. Lister Academy section in the AREA agreement. Mr. Petralia shared copies of the agreement with the Board and indicated that Portsmouth charges each SAU 50 district a percentage that goes towards the Academy expenses. It was reported that Newington does not have any students attending the Academy at this time.

Mr. Petralia reminded the Board that the SAU 50 Joint Board Meeting is scheduled for December 20th at Rye Junior High School at 5:30 p.m. That same evening, the Newington Board will convene to further review the FY 2019 preliminary budget.

Assistant Business Administrator's Report

Ms. Ransom informed the Board that the district's agreement with Primex regarding the Worker's Compensation and Property and Liability Programs needed to be renewed. It was also reported that the district was qualified to participate in the Contribution Assurance Program (CAP), which locks in a percentage for three years. After a brief discussion, Ms. Ransom recommended the Board to make a motion to approve the CAP agreement through Primex.

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, the Board approved the terms of the Primex Worker's Compensation CAP agreement. Vote: 3:0

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, the Board approved the terms of the Primex Property and Liability CAP agreement. Vote: 3:0

FY 2019 Preliminary Budget

Ms. Ransom provided the Board with copies of the FY 2019 proposed budget for the Newington School District. She also noted that the district is in good financial shape. There is a change to this

year's special education fund which may require an additional \$70,000 for the remainder of the 2017-2018 school year, as there is a student requiring out of district placement. After a brief discussion, Dr. Joyce inquired as to whether or not the Board had approved the creation of high school tuition trust fund. Mr. Latchaw noted that the trust fund was discussed last year, but had not been created. Ms. Ransom indicated that the district will have approximately \$30,000 in the expandable trust fund and will have the exact total once the audit is complete.

Mr. Latchaw reminded the Board that they created a special education tuition account three years prior in regards to a new student moving into Newington and attending NPS. Mr. Mueller noted that the Board has never accessed that fund. Dr. Joyce stated that he wished to increase the fund to more than \$80,000, but would like to Board to consider this change prior to the budget approval meeting on December 20th.

It was reported that the proposed budget total is up by 2.68%. Ms. Ransom informed the Board that the proposed budget did not include Ms. Reddick's retirement stipend, which is to be paid by June 30, 2018, in accordance to the Collective Bargaining Agreement. Ms. Ransom did mention that Ms. Reddick's salary was included in the proposed budget to ensure that there is adequate funding for her replacement. Dr. Joyce noted that the Board is looking to add funding to the tuition fund and add to the capital fund from the unreserved fund balance and also to also add to the Special Education fund as well. The Board noted that they will have a better understanding of the proposed budget and what items they wish to change by December 20th. The Board thanked Ms. Ransom for all of her hard work putting together this information and their budget books.

Principal's Report

Mr. Latchaw provided an update on his 2017-2018 goals and action plan. He noted that teachers have been continuing their work to create a "choice" learning time as part of their daily instructional time, as well as "Learning Choice" with the 3rd and 4th grade students in an effort to personalize learning and teach independence.

Teachers have also been implementing HOWLS in all classrooms and are also assessing how students used the HOWL rubric, which is being shared with parents as part of the report cards.

Mr. Latchaw shared that he is pleased with the increased activity by parents on SEESAW and that teachers have been posting at least one artifact a week, which is the minimum, but some are posting multiple times a day/week.

Mr. Latchaw announced that the skating rink was built on December 8th. Mr. Latchaw thanked all the parents and members of the Newington Rec Department who volunteered to get the rink ready for another season.

The Newington School Supporters will sponsor the holiday gift giving event. Mr. Latchaw thanked Nancy Haberstroh for proposing the idea and gathering all the materials needed for the students and parent volunteers to create gifts and present them to families during the holiday luncheon.

The NPS Community Luncheon is scheduled for December 21st at 11 a.m. at the Newington Town Hall. Mr. Latchaw thanked Mr. Mueller in advance for volunteering to reach out to parents to help set up for the luncheon.

NEW BUSINESS

School Safety Grant

Mr. Latchaw updated the Board on the progress of the Public School Infrastructure Grant. As reported during the November school board meeting, the state of NH has 19 million dollars available for projects to improve life safety and security in public schools. The State will match local funds at a ratio of 80/20. The Department of Homeland Security will review all applications and make recommendations to a committee. The final recommendations will be sent to governor for approval.

On December 7th, Mr. Latchaw met with Rich Kane, safety officer at SAU 16, who toured the school and discussed the grant with Mr. Latchaw. Together, they identified five different projects to improve the safety at NPS:

1. Adding safety film to multiple interior and exterior windows;
2. Add panic buttons and lockdown alert system;
3. Add a keycard access system to replace lock sets;
4. Update vestibule video communication;
5. Secure the vestibule at the main entrance.

Mr. Latchaw requested the Board to consider making a motion to match the state funds at the 80/20 ratio.

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, the Board approve the grant application and approved to match the 80/20 funds ratio. Vote: 3:0

Policy Review

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, policy JCA- School Assignment Policy, was approved for adoption. Vote: 3:0*

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, policy JEC - Manifest Education Hardship, was approved for adoption. Vote: 3:0*

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, policy JFA - Legal Residency of a Student, was approved for 2nd reading. Vote: 3:0

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, policy JFAA - Admission of Resident Students was approved for adoption. Vote: 3:0

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, policy JFABB - Admission of Foreign Exchange Students was approved for adoption. Vote: 3:0

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, policy JH - Student Absences, Tardiness, and Truancy Policy was approved for adoption. Vote: 3:0

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, policy JKAA - Child Restraint and Seclusion was approved for 1st reading. Vote: 3:0*

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, policy JKAA-R - Child Restraint and Seclusion form was approved for 1st reading. Vote: 3:0*

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, policy JLCF - Wellness was approved for 1st reading. Vote: 3:0*

PERSONNEL

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, the Board, with regret and appreciation, accepted Mary Reddick's intent to retire at the conclusion of the 2017-2018 school year. Vote: 3-0

Future Meeting Dates:

- SAU 50 Joint Board Meeting - Wednesday, December 20, 2017 at 5:30 p.m. at RJH
- Newington School Board Meeting – Wednesday, December 20, 2017 at est. 6:15 p.m. at RJH
- Newington School Board Meeting - Tuesday, January 9, 2018 at 6 p.m.
- Newington School Board Meeting - Tuesday, February 7, 2018 at 6 p.m.

NON-PUBLIC

On a motion by Mr. Mueller, seconded by Mr. O'Reilly, the Board entered non-public session at 7:07 p.m. Vote: 3:0

RECONVENE

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, the Board returned to public session at 7:20 p.m. and sealed the non-public minutes, in accordance with RSA 91-A:3, II (c). Vote: 3:0

ADJOURNMENT

On a motion by Mr. O'Reilly, seconded by Mr. Mueller, the Board adjourned their meeting at 7:22 p.m. Vote: 3:0

Respectfully Submitted,
Tracy Dumais


Secretary

