

1. **Call to Order-Roll Call- Pledge of Allegiance:** Nelson called the meeting to order at 6:30pm and upon call of the roll, the following board members were present: Nelson, Cavanaugh, Leach Kunz, and Anderson.
2. **Comments by Visitors:** None
3. **Consent Calendar**
 - 3.1 **Removal of items from the consent Calendar:** None
 - 3.2 **Approval of consent calendar:** A motion made by Leach seconded by Kunz to approve the consent calendar as presented. VOTE: motion passed, unanimously. Approved were:
 - December 14th 2017- Minutes of the Rollinsford School Board Meeting
 - Enrollment-January
4. **Announcements:**
 - 4.1 **School District Moderator Charlie Putnam:** Nelson stated that she was going to start this because there were two new faces at the table and another person sitting in a different spot. She welcomed Lori Lane as the new acting Interim Superintendent. She stated that Dr. Brown had resigned on December 31 for personal and family reasons. She stated that in Brown's resignation letter she called RGS an "educational gem" with wonderful staff and amazing students. She stated that Dr. Bob Gadomski will be starting July 1 and that an agreement was reached with him over the vacation. She stated that Lane has already reached out to him and that for the next six months he will be her "phone-a-friend". She stated that Katie Krauss who used to sit at the table is now in the audience in Marie D'Agostino's old seat as she is the new Business Administrator and the other new face at the table is Melinda Sullivan who is taking Krauss' old seat taking the minutes. Lane stated that it has been a whirlwind stepping into the Superintendent job and that it is not until you do step up that you learn what the roles really involve. She stated that she became certified as a Superintendent back in March, 2017 and now she is living the role. She stated that she is excited to work closely with Kate Lucas as well as the Board. She stated that she agrees with Brown that RGS is a really neat place. She stated that we are very excited to be having Dr. Gadomski come on and glad that a decision has been made. She stated that this 6-month timeframe would help with the transition so he can hit the ground running. She stated that she thinks the time will go by quickly. Nelson stated that filing dates for positions that will be open, which are 2 seats on the School Board, School District Moderator and School District Clerk, open January 24th and close February 2nd. If you are going to sign up to run, you must do it in that timeframe at the SAU Office. Krauss stated that the Treasurer position is also open. Nelson stated that Charlie Putnam was in attendance. She stated that he is the School District Moderator and he likes to come and talk with the Board about how he thinks things will go on February 3rd. Putnam thanked the Board for meeting with him. He stated that when you attend Moderator's Training they tell them to always meet with the relevant boards before the Deliberative Session to try to get a sense of where the sticking points may be, discuss procedures and get feedback on anything you would like the moderator to do that day. He asked how the board felt on having members of the Board introduce warrant articles. Nelson

stated that she likes it as they are the ones who know the warrant articles best. She stated that they have spent months working on the budget items. Kunz stated that that is how it historically has been done. Putnam stated that voters said it was helpful to them to have someone explain what the warrant article were about. Nelson stated that they would keep it brief. Putnam stated that historically the Board has divvied up the warrant articles for introduction. The prior year Board members introduced the budget and Nelson did the rest. He stated it was helpful to him to know ahead of time who to introduce. Nelson stated that this had not been discussed yet but prior to the meeting we will let you know who will be doing each one. Putnam stated there were no warrant articles by petition this year. He stated in the past few years students of the grade school have led the pledge. Nelson stated that hopefully that continues. Putnam stated that it is a reminder to voters what this is all about. He stated that he has a fairly extensive list of moderator rules and did the Board have any questions for him about how he runs the meeting. Leach stated that she thinks he does a good job. Nelson reminded him that Counsel would be present. Putnam stated that the scope of amendments does have legal ramifications with bonding issues but even on regular warrant articles it is nice to have a second set of eyes. He stated that the basic underlying intent of the warrant article cannot be changed by any amendment. He stated that he usually does about a 3-minute Moderator's orientation that day on how he will run the meeting. Kunz stated that he thought Putnam could offer to do that and ask if anyone has questions. Leach stated that it is nice to have the reminder of how the meeting will run. Nelson stated that she broke one of the rules the prior year so it is nice to have the reminders. Putnam stated that there has been some dispute within the State between Moderators and the Secretary of State regarding exercise of authority to delay elections. Putnam stated that there is pending legislation that would set a standard that a Moderator could make a request to the Secretary of State to delay the elections if the Moderator could prove that it would be impossible to hold them. Kunz asked what would be the standard. Putnam stated that the standard would be up to the Secretary of State. He stated that the word "impossible" was not defined in the statute. He stated that the statute used the words "imminent danger" to public safety. Nelson stated that in the grand tradition of New Hampshire she believes in local rule and control. Kunz stated that it could be an issue if it happens again as it did last year. He stated that people are not going to put themselves in jeopardy to get to the polls. Putnam stated that the process is that the moderator, by statute, consult with the local officials, the Chief of Police, the Road Agent and they all make a collective decision. Kunz stated what if that morning the schools are closed based on the assumption that it is dangerous. Nelson stated that the police know what the roads are like. The chief of Police would know whether or not there is electricity. Kunz stated that during the day conditions could get worse. Putnam stated that conditions could improve also. He stated that the concern of the Secretary of State is that we would become too casual in cancelling the elections. He stated that he does not feel there was any question last March in regards to canceling for the safety of voters and poll workers. He stated many are volunteers. Nelson thanked Putnam for taking time to meet with the Boards before the Deliberative Session. She stated that this year there is nothing controversial. She stated that there are three money warrants and they are all very straight forward.

5. **Communications:** Lane stated that we have received from the State a notification regarding “Keno-garten”. She stated that there have been discussions as to when that money would be available. Keno machines have been put in various communities to help fund full day kindergarten. She stated that we were under the impression that those funds would not be available until the 2019-2020 school year. She stated that we did receive notification that the funding will start in 2018-19. Nelson stated that Rep. David Waters had told her that it would be available at the end of this school year but there had been no official notification. Lane stated that it was an \$1,100.00 per student.
6. **Discussion Items:**
 - 6.1 **Principal Update:** Nelson stated that there was a small boiler incident over the holidays and asked Kate Lucas if that had been taken care of. Lucas stated that she is very grateful that she has Dick Fortier as an employee. She stated he makes a concerted effort to watch the boilers at all times. She stated that we have eight circulator pumps and have had one that has been on its “way out” for some time and Fortier has been keeping an eye on it. He spent long days and nights over vacation ordering the parts and installing them after the pump stopped working. She stated that he got the boilers up and running so that when we came back from vacation every classroom had heat. She stated that it’s great to have someone on staff with that expertise and that it saved the district a lot of money.
 - 6.2 **Marshwood Student Representative Report- Noah Niedzolkowski:** None
 - 6.3 **Somersworth Student Representative Report-Bailey Haines:** Haines stated that the Student Council has their Snowball Dance this Sunday, January 14th, taking advantage of the long weekend. She stated that they want to make this a great event and increase school spirit. She stated that there are going to be contests and prizes and a student DJ. She stated that the Annual Mr. Somersworth High School Pageant will be held on February 3rd. She stated that twelve senior boys will battle it out for the title of Mr. Somersworth High School. She stated that the National Honor Society will be volunteering at a Soup Kitchen and will be volunteering at the UNH hockey game. She stated that NHS is planning a Washington DC trip at the end of January and they are finalizing the details. She stated that they will be taking 7 students and 2 chaperones to the National Honor Society Conference. She stated that the freshman class is doing March Madness, which is seniors versus staff basketball game on March 16th. The sophomore class is getting ready for a valentine’s dance on February 16th, the junior class is getting ready for their prom fashion show on February 3rd and the senior class is looking at project graduation details and selling senior shirts. She stated that Art Club students have something new at the CTC this year and they have been staying after school every day to work on ceramic tiles that will be formed into a mural on the wall at the CTC. She stated that finals will be held on January 23rd and 24th.
 - 6.4 **Policy 1stReading:** Nelson stated that this is a long list of policies. She stated that this was not the entire list that was reviewed in November and that 4 or 5 had been removed. She stated that Don Austin and herself had reviewed them to see which ones they would bring back to each of their respective Boards. Anderson asked if on Policy EBCA were they to review the emergency plan annually? Nelson stated that the Superintendent is responsible to conduct emergency drills two times per year. She read from the policy that “The School

Board will review this policy annually". She stated it was only the policy that was to be reviewed and not the emergency plan. Anderson stated that she was not aware that Rollinsford had a Character/Citizenship Education Policy (IHAK) and thinks that's great. Nelson stated that it was new and that it is required by law. Anderson stated that it looks like we do have a Student Discipline Process policy. She asked if it was typical that the discipline is up to the teacher and principal's discretion. Nelson stated that policies are to protect everyone including students. Things that happen at a building level happen at a building level. Lucas stated that she has never seen discipline handled any other way. She stated that "teacher" refers to the teacher at that moment in that particular space. Usually the discipline starts there and doesn't even make it to the principal unless it is a serious incident. Anderson stated that she knows of building level policies that have more specific guidelines. Leach asked if RGS has a policy at the building level. Nelson stated that there were more specific guidelines at the school level such as physical restraint. Lucas stated that we never do physical restraint. Nelson stated that what she was trying to convey is that we have policies due to state law regarding physical restraint. She stated that she did not say they were done at RGS. Leach asked if it was Board level issue to discuss if a school should have guidelines to correct a student. Lane stated that what she has found in a lot of policies is that you will have procedures. She stated that there are structures that you need to put into place. Leach stated that she did not know that we had a Non-Educational Surveys/Questionnaires Policy (ILD). She stated that this is good to know as they had done some surveys. Anderson stated that you have to have permission to survey students. She stated that they had done a survey with parents and students. Nelson stated that it looks like all the rules were followed. Anderson asked if all schools were required to provide health education to students. Lucas stated that at this grade level health education can be taught by the classroom teacher. She stated that at the higher levels you need a certified Health Teacher. Nelson stated that these policies brought forward were the ones recommended and required.

6.5 **Deliberative Session:** Nelson stated that this is the last Board Meeting before the Deliberative Session on February 3rd. She stated that she believes we can have the Community Connections Committee do the work to reach the community. Leach stated that number one is to be sure that childcare is provided. Lucas stated that she has started talking to staff members about February 3rd and she has some volunteers lined up and has the Deliberative Session covered. She stated she will try to get some for Saturday's meeting. She stated that she will see if there are some teenagers who would be willing to help out. She stated that the yellow signs for out front were all set also. Nelson asked if the Board wanted to do a mailer. Anderson stated that perhaps we could consider postings at the library, Town Hall and website. Leach stated that she was not in favor of an expensive mailing. She stated that we could hit a lot of people with online communications although she does feel that it leaves a gap with people we really need to reach out to. Kunz stated that with a mailer we could counter some of the misinformation out in the public. Nelson stated it sounded like we could put together a mailer and Cavanaugh could make it look nice. She stated that we successfully have completed negotiations and the union representatives

would like to work and help get information out. Cavanaugh stated that she could take the lead from the Communications Committee in getting the information out. Nelson stated that Cavanaugh was good at writing things and that the union would like that help. Leach asked what else needed to be done. She stated that Cavanaugh, Anderson and herself meet as they did last year. Anderson asked if three of them could meet. Nelson thought that as a sub-committee they could. Leach stated that last year it was just two of them that met and Cavanaugh came but was not a Board Member. Nelson stated that it probably should just be two members who meet. She stated that officially as long as no decisions are made you can discuss things.

7. **Action Items:** Nelson stated that the elected School District Clerk is unable to attend the Deliberative Session. She stated that she reached out to Coire Jones who had done the minutes last year and he agreed to fill it again. She stated that by statute the Board could name the replacement. Leach made a motion seconded by Kunz to have Coire Jones take minutes for the Deliberative Session as School District Clerk on February 3rd. VOTE: Motion passed, unanimously. Nelson stated she would let him know and he would have to be sworn in.

8. **Financial Update:**

8.1 Budget: Nelson stated that this was the current budget. She asked Krauss for any updates. Krauss stated that the Marshwood Special Education money has been encumbered till the end of the year. Nelson stated that that leaves a considerable balance. She stated that for Board Services there is almost \$1,000.00 left. She stated it could be used on the Deliberative Session. Leach asked what mailings cost. Krauss stated it is \$189.00. Nelson stated that we really want people to come out and vote in March also. She stated that there is enough money for a couple of mailings.

8.2 Primex Property and Liability/Worker's Compensation Programs: Nelson stated that when we moved to Primex we qualified for a three year contract and they would not increase our rates more than 10%. She stated that they are offering us another three year contract with no more than 7% increase on Property and Liability Insurance coverage and 8% on workman's Compensation. She stated that her recommendation to the board was that we accept this and sign the three-year contract. Kunz asked if there were any other vendors. Nelson stated there were not. A motion made by Leach seconded by Anderson to renew insurance with Primex with the rate for Property and Liability not to exceed 7% increase and Worker's Compensation not to exceed 8%. VOTE: motion passed, unanimously.

9. **New Business:** None

10. **Old Business:**

10.1 Community Connections: FAQ: Nelson stated that the FAQ's had been posted on the SAU site. Leach stated she had posted them on Facebook. She asked if there was any way to see if they were being viewed on the website. Lane stated that she did not think that the SAU site had anything that tracks how many views there have been. Leach stated that you can use Google analytics with no special system. Cavanaugh stated that as more FAQ's are posted there may be more traffic. Anderson asked if there was another one planned. Cavanaugh stated that it would have information about the election and voting.

10.2 Marshwood Contract Items: Leach asked if Marshwood offered College Level Courses. She stated that one of Rollinsford's policies is that we provide College Level Courses for those students who want them. Lucas stated that they do.

10.3 Late Start Time Marshwood: Anderson stated that she did not attend the last meeting but had received an update. She stated that the committee has come up with three choices. She stated that they are looking at keeping the current schedule, moving the start time up to 7:45 or move the start time to 8:30, which would result in a big master change to the whole schedule. Nelson asked what time they started now. Leach stated they have to be there by 7:20. Anderson stated that the committee is now going to get feedback from the High School Leadership Team and also consider the impact on Athletics. The goal of the group is to come to a consensus and create a survey. She stated that there are still a fair amount of discussions to happen. The next meeting is January 29th at 3:00 PM. Kunz asked what this would do to the number of hours in a day and if it would change the number of days. Anderson stated that the committee wants to keep the 7 hour day that Marshwood has now. Kunz stated that if you push the start time back an hour it presents a lot of different challenges especially to students that have to get on buses to go to an away game. Anderson stated there are a lot of things to take into consideration. She stated she would make every effort to make the next meeting. Nelson stated that as long as the committee kept Anderson informed that was important. She stated that the committee will be presenting to the Marshwood School Board on February 28th.

11. Future Meeting Dates/Suggested Agenda Items:

- **January 13, 2018- Public Budget and Bond Meeting-9:00 AM Rollinsford Grade School**
- **January 16, 2018- SNOW DATE: Public budget and Bond Meeting-7:00 PM- Rollinsford Grade School**
- **February 3, 2018- Rollinsford School Board Deliberative Session-9 AM-Rollinsford Grade School Gymnasium**
- **February 6, 2018-SNOW DATE: Rollinsford School board Deliberative Session-7 PM- Rollinsford Grade School Gymnasium**
- **February 8, 2018- Rollinsford School Board Meeting-6:30 PM-Rollinsford Grade School**

12. School Events: January 25, 2018- First Choral and Band Concert- 6:30 at Rollinsford Grade School

13. Closing Comments:

13.1 Visitors: Tracey Laurion stated that if Marshwood goes with the late start students will be very confused with all the busses running at about the same times for elementary students and high school and middle school. Celia Leopold stated that her concern would be the after school sports programs and that students would have to leave earlier to get to the games, missing more class time.

13.2 Board Members: None

14. Non Public: A motion made by Kunz seconded by Anderson to exit into nonpublic session in accordance with Chapter 91-A:3 II(a). Vote: motion passed, unanimously. Exited into nonpublic session

at 7:25. A motion made by Anderson seconded by Kunz to exit out of nonpublic session. VOTE: motion passed unanimously. Exited out of nonpublic at 8:20.

15. Adjournment: A motion made by Kunz seconded by Anderson to adjourn. Meeting adjourned at 7:25 pm.

Melinda Sullivan
Board Secretary

Pending Board Approval