

1. **Call to Order-Roll Call- Pledge of Allegiance:** Nelson called the meeting to order at 6:30 PM and upon call of the roll, the following Board Members were present: Nelson, Leach, Cavanaugh, Anderson and Kunz.
2. **Comments by Visitors:** None
3. **Consent Calendar:**
  - 3.1 **Removal of items from the Consent Calendar:** Nelson stated that she does not think this is the place for the Withdrawal Committee Meeting Minutes as she believes they need to be approved by the Withdrawal Committee. She stated that the Withdrawal Committee needs to accept them. Gadomski stated that it is a sub-committee of the Board so ultimately they could be approved by the Withdrawal Committee for their accuracy and then come back to be on your agenda for more visibility. Nelson stated that that is a great way to go about it. Gadomski stated that he thinks they will continually have Withdrawal Committee updates under Old Business so if you would like the minutes of the Withdrawal Committee could be under that section. Nelson stated that she thinks that is a good idea. She stated that it is a good idea to have them visible and to have them in the packet. She stated that she would not be at the May 15<sup>th</sup> meeting but she did have a correction to the minutes.
  - 3.2 **Approval of consent calendar:** Kunz made a motion seconded by Leach to approve the consent calendar. VOTE: motion passed, unanimously. Approved were:
    - April 11, 2019- Minutes of the Rollinsford School Board Meeting
    - May 1, 2019- Minutes of the Rollinsford Withdrawal Committee Meeting
    - Enrollment
4. **Announcements/Communications:**
  - 4.1 **Superintendent's Update:** Gadomski stated that at the end of the meeting they need to have a non-public to discuss personnel. He stated that they had a good pool of candidates for all of the open positions and Hartford and his team did the initial interviews and then sent the candidates to him for a final interview. He stated that you have a really good group of talent coming in. He stated that he had met with Hartford and Fortier last week and talked about sharing Fortier's expertise with the Town. He stated that they set up a meeting with the Town Administrator, Fortier and himself for today and he had a conflict so they have rescheduled for next week. He stated that they will meet at the Town Hall and hear more of what they would like him to consider and then we will work through what we can do.
  - 4.2 **Principal's Update:** Hartford stated that there has been a ton of work done around the buildings and grounds since the last meeting. He stated that in the annex hallway every student has a cubie rather than just hooks. He stated that the kids love them and they have their own space. He stated that even though the weather has not been great they were able to get new wood chips in the playground area. He stated that the sheds out

back were given a new paint job. He stated that work is still ongoing on the kitchen window. He stated that they had a significant issue with the window that was in place. He stated that there were gaps in it with a lot of cold air coming in. He stated that Fortier did as much as he could prior to the replacement. He stated that they have bricked in half of the area so that the pipes that go up right next to the window will not prevent gaps and then there is a half window that will be installed that will be more energy efficient. He stated that they set the date for the Sixth Grade Ceremony as Wednesday, June 12<sup>th</sup> at the American Legion at 6:30 PM. He stated that other 6<sup>th</sup> grade events were the Lock-In next Friday into Saturday. He stated that it is nice to do things with the kids outside of the regular classroom. He stated that their Step-Up Day to Marshwood Middle School will be May 31<sup>st</sup>. He stated that they will spend 4-5 hours over there and going through a schedule and having lunch. He stated that they had their visit with Principal Bourbon this past week and some 7<sup>th</sup> graders and the kids that came over did a nice job of answering questions. He stated that the kids learned a lot and he believes this is the first time this has happened. He stated that he hopes to make this an annual event so the kids can ask questions ahead of time. He stated that they had a Mother's Day Poetry Reading and Tea today for the 3<sup>rd</sup> and 4<sup>th</sup> grades. He stated that their mothers were invited to come in and the students read a poem aloud to the audience and then the parents were invited back to the classroom for a social tea honoring mothers. He stated that State Assessments begin next week starting Wednesday.

- **Middle School Representative Update:** Hartford stated that they had feedback for a Middle School Representative to the Board and there were more students interested than he listed. He stated that there were 9 initially but some backed out when they realized the commitment and we were left with 6. Nelson stated that this would be added to Discussion Items on the agenda.
- Hartford stated that there have been a couple of items that he has been looking into and looking for quotes. He stated that he has not received the quotes yet and they are not on the list for next year's budget so he is looking for direction. He stated that one is the speaker system. He stated that they had a person come in and do an in-depth study looking at all of the pieces of equipment and he is starting to put together an estimate on how to better our system. He is going to come and look at the board that we have for productions. He stated that this person is building a quote for him. He stated that the other item is something that came from a discussion with the Rec. Department. He stated that they are concerned about space this summer. He stated that they have requested the gym and a classroom which we are more than willing to provide them. He stated that the gym floor is being redone this summer and we do not have a date on that. He stated that they need to clean classrooms and give teachers sufficient time to go in to the room and set up. He stated that the Rec. Committee could be a solid 2-3 weeks without a solid space in the building. He stated that they started to look at different outdoor options and to get quotes on an outdoor pavilion that we could put out by the ball field area with a cement pad and it is a metal pavilion. He stated that this is an option we are looking

at. He stated that it could be used as classrooms go out all the time to do experiments and would be a great place for them. He asked if he should pursue this and bring it back to the June meeting for consideration? Nelson asked if you brought it to the June School Board Meeting would you be expecting us to say let's do it? She stated that June gets a bit late for that. Hartford stated that the inside things is just equipment and the outside has work to be done and whether or not they could get it done this fiscal year. Gadomski stated that they would need to have the ordering of materials done and the cement pad done prior to the end of June. Nelson stated that since they have no quotes they cannot act on this tonight. Gadomski stated that the work would need to be started prior to the end of June. He stated that as far as the sound system they could purchase it as soon as it was approved. Nelson asked what the size was of the outside pavilion that was being considered? Hartford stated that Fortier got quotes on different sizes. He stated that the smallest size was 28 x 30 and then he went up into the 40-foot range. Nelson stated that the pad would take up a lot of the limited playground space that they have. Hartford stated that there is more than enough space as it would be located up by the sheds, behind where the bleachers are. Leach stated that she would like to see the quotes. Nelson stated that it would be June before any action could be taken. She stated that we have always been cautioned by the Business Administrator that June is too late to make decisions. Gadomski stated that the closer to the end of the year it makes it more difficult. Leach stated that she loves the idea of having the outside pavilion at their school but she feels that there are a lot of other needs that are significant and does not know how responsible it is for them right now. Cavanaugh stated that she agreed. Nelson stated that she wishes the board had this a month earlier. She stated that since it will be used by the Rec. Dept. it becomes a community asset. She stated that it would be used by classrooms to do outside activities so it is a positive for the whole community. She stated that time wise it puts this Board in a difficult position. Hartford stated that it was not even on his radar until he met with the Rec. Department. Kunz stated that the sound system has always been an issue. He stated that at Town Meetings we are constantly plagued with issues. He stated that there should not be a lot of things that need replacing. Hartford stated that he did not think it would cost more than \$10,000. Gadomski stated that this could be quickly purchased if we get the quote at the next meeting. Nelson stated that this conversation should be tabled until we have had our budget discussion.

## **5. Discussion Items:**

### **5.1 Marshwood Student Representatives Update- Nicholas Garrepy and Megan Moore:**

None

### **5.2 Marshwood Middle School Representative: Nelson stated that she thinks 6 is a bit too**

many. Anderson stated that perhaps they would like to take turns throughout the year.

Nelson stated that it is great that they got this response. Kunz stated that we should not

overthink it. Leach asked if they could pair up and maybe they would be more

comfortable doing that? She stated then they could rotate through. Anderson asked if we

would need to reach out to their parents? Nelson stated that she feels the student representatives should have the responsibility to let their parents know. Gadomski stated that he could touch bases with the principal at Marshwood and figure this out. He stated that pairing them up is a great idea, rotating every third meeting. He stated that this will start in September. Gadomski stated that they can make a schedule and make it for the entire school year.

## **6. Financial Update**

**6.1 2018-2019 Budget Update:** Krauss stated that since the last meeting they have encumbered the funds that you approved so we are up to about \$70,000 out of the \$83,000. She stated that she has been keeping a running tally from the list that Hartford had prepared with PO Numbers. She stated that as far as revenues, they did receive their final payments for Adequacy and Kindergarten Aide. She stated that under "Other" she had made a note about the tuition to Marshwood. She stated that she had received the bill today and there was a credit for \$6,333.99 for a student who had moved to South Berwick from Rollinsford at the beginning of the school year. Nelson stated that they have a surplus of \$400,000. She asked if there is anything that has not been encumbered yet? Krauss stated that she has encumbered everything that she knows of. She stated there is about \$13,000 that they have not encumbered yet. Nelson asked why this has not been encumbered? Krauss stated that she does not do the POs so she would have to defer to Hartford for that. Nelson stated that this does not include the front stairs or the cupola. Nelson asked Leach to give an update on the budget Committee Meeting. Leach stated that teacher's salaries were up about \$1,900. Krauss stated that that was due to a teacher's longevity that had not been properly done. Leach asked about the \$3,000 for testing? Hartford stated that that was budgeted for NEWA testing and there was a decision to not continue with that.

## **7. New Business:**

**7.1 First Reading of Policies:** Cavanaugh stated that she did not see any red flags with these policies. Nelson asked if they hold a bond on the treasurer? Krauss stated that she is looking into that. Nelson stated that she does not think that they actually invest their funds. Krauss stated that you have an investment account that is much like a savings account and the money gets transferred into the checking account. Nelson stated that she thinks that the treasurer should make an annual report to the Board. Leach stated that it would be nice to understand what she does. Krauss stated that it is under her guidance and not her doing it on her own. Nelson stated that we would like the treasurer to come in and report on how she works with Krauss and what she does.

- **DA Fiscal Management Goals**
- **DB Annual Budget**
- **DBC Budget Planning, Preparation and Schedules**
- **DBI Budget Implementation**
- **DFA Revenue from Investments**
- **DH Bonded Employees and Officers**
- **DI Fiscal Accounting and Reporting**
- **DID Fixed Assets**
- **DGA Authorized Signatures**

- **DIA Fund Balances**

**7.2 Second Reading of Policies:** Leach asked how the roll outs go at the teacher level?

Gadomski stated that what has been done in the past with policies that are approved at their Second Reading is they are changed on line. He stated that with Building Administration it is part of the discussion as the Retreat and how we want to roll it out. He stated that he encourages Building Administration to at least encourage staff to go through all of our policies. Krauss stated that when Sullivan meets with new staff they are given the personnel policies and are asked to sign off that it is their responsibility to read them.

- **JIC- Student Conduct**
- **JICD- Student Conduct, Discipline and Due Process-Safe School Zone**

Leach made a motion seconded by Kunz to accept Policy JIC an JICD. VOTE: motion passed, unanimously.

## **8. Old Business:**

**8.1 Withdrawal Committee Update:** Nelson stated that they held their first meeting on May 1<sup>st</sup>. She stated that it is an excellent committee and they were so fortunate to have so many members of the community step up. She stated that she would like to know where the minutes would be on the website. Krauss stated that they are under Rollinsford Board. She stated that a lot of questions were raised by the committee and a lot of action items for Gadomski to follow up on. She stated that the next meeting would be May 15<sup>th</sup> and held at the Community Center at the Town Library at 6:00. Cavanaugh agreed that it is a great group and the first meeting was really productive. She stated that they will meet in June with the Somersworth Withdrawal Committee to see if we can collaborate and come up with a solution that works for both of us. Nelson stated that that meeting would be held on June 3<sup>rd</sup> at the CTC Mulligans Grill at 5:30 PM. Anderson asked if Somersworth was willing to meet as well? Gadomski stated that he is meeting with both committees and they were as eager as your committee to get together and have a discussion on things you might be thinking about, things they are thinking about and exploring some decisions that might be made.

**8.2 Front Steps Quotes:** Leach stated that one of the quotes had much more depth than the other. Nelson stated that the quote from Great Escapes was much more in depth and she likes the landing at the top. Cavanaugh stated that that quote does not seem to include railings. Gadomski stated that he had met with Hartford and Fortier to review the quotes and there are a couple of differences between the quotes. He stated that Shea Landscape had in their quote that if there is a need for additional materials or they find that they have to do some blasting there may be an additional expense on top of the estimate. He stated that the existing railings can be utilized so that is why they are not identified in the quote. He stated that the recommendation from Hartford and Fortier was the Great Escape quote even though it is a bit more. He stated that there is an unknown in the Shea Landscape quote if it will increase. Hartford stated that Shea Landscape was concerned how much work it would take to remove the existing stairs and that is the reason for the clause in the quote. Leach made a motion seconded by

Kunz to accept the quote for the front stairs from Great Escapes Patio and Stonework. VOTE: motion passed, unanimously. Nelson stated that this money can now be encumbered and we can get started. Hartford stated that they are scheduled to start June 17<sup>th</sup>.

**8.3 Cupola Update:** Nelson stated that the date on the quote for the cupola repair is from last October and she is wondering if this quote is up to date. Hartford stated that this is the updated quote from them and they forgot to change the date. He stated that the cost has increased since last October due to the increase in cost of materials. He stated that it did not increase significantly. He stated the original quote was \$21,000 and this is \$22,500. Nelson stated that they mention the repair of the cupola and she hopes that they mean replacing. Nelson stated that this project has been on their radar for too long. Kunz stated that when you have chicken wire holding those pieces together that's when you realize it might be time to repair it. He stated the wood is rotting but he does think there may be a lot that can be salvaged. Anderson made a motion seconded by Leach to accept the quote from Rozzi Frame and Finish to repair/replace the cupola. Gadomski stated that the money for this is in your budget for next year. He asked if the Board wanted to try to get this work started prior to the end of the year? Hartford stated that the contractor is available June 17<sup>th</sup>. Kunz asked how long they said this would take? Nelson stated 14 days. She stated that they have enough money in the budget. VOTE: motion passed, unanimously. Kunz made a motion seconded by Leach to start the cupola project in June. VOTE: motion passed, unanimously. Nelson stated that it will be wonderful to see the work starting on both of those projects. She stated that they have just added about \$55,000 to be encumbered. We still have a very healthy balance, somewhere in the high \$300,000. She stated that we can talk about the sound system but what bothers her is we have no idea what this will cost. She asked if Hartford thought it would be under \$10,000? Hartford stated yes. Krauss stated that you can always vote on a "not to exceed" number and if it does exceed it, bring it back at the June meeting. Nelson stated that we could state that the quote is not to exceed \$10,000. Hartford would bring the quotes to the June meeting but that amount of money would be encumbered. Kunz stated that he thinks some of the equipment is fine. He stated that he did not think they were overhauling the whole thing. Hartford stated no. Kunz stated to replace the whole thing it would be a lot more money. He stated he likes the idea to put a ceiling on it. Anderson stated that it is overdue. Gadomski asked Krauss that if they did not make a decision on this until the meeting in June and we order it, would you feel comfortable with the auditors in that purchase? She stated that they would be pushing it a bit. Kunz stated that he thought that they could do that if we have the money all set. Krauss stated that you can but they do not like to see you purchasing things that you are going to use next year. She stated that you have to be careful about what you are ordering and buying. Gadomski stated that they could legitimately say they would be using this for year-end activities. He stated that it is different if you are doing it the last week of June. Nelson stated that they just saved \$22,000 from next year's budget. She stated that we could do this in July out of

next year's budget. She stated that the other thing is the outdoor classroom which we also have no idea of the cost of it. She stated that if we could get quotes for that in June perhaps it could be completed by August 1<sup>st</sup>. She asked if that could be taken out of this year's budget. Krauss stated that if it was not going to be completed until August that is stretching it. Gadomski stated that his recommendation is to wait on the outdoor classroom. He stated that it is pushing the envelope as far as audits and budgets go. He stated that as far as the sound system, if you are comfortable with a "not to exceed" number and allowing Hartford to get the best quote he can, and purchasing what is needed with that ceiling. Krauss asked how long before he expected the quotes? Hartford stated that next week. Nelson stated that we would see the quote at the June meeting. Krauss stated that you are encumbering the funds now and she would do that tomorrow. Kunz made a motion seconded by Leach to allot the amount, not to exceed \$10,000 for Hartford to obtain a quote and purchase the sound system to be replaced. VOTE: motion passed, unanimously. Nelson stated that we can discuss the outside classroom at budget time and if you have quotes ready for the fall that would be great.

**8.4 Board Retreat:** Nelson stated that we said we would do this over the summer. She stated that we can set a date tonight or at the next meeting. She stated that other things that will be happening this summer will be additional Withdrawal Committee Meetings and we will be meeting with the Marshwood Board. She stated that she had shared some dates with the Marshwood Board and they will review those dates on May 15<sup>th</sup> at their Board Meeting. She stated that all of those dates are in July. The decision was to hold the Board Retreat on July 15<sup>th</sup> from 5-8 at the SAU Office.

**8.5 Marshwood Contract Workshop:** Nelson stated that the dates that she gave for possible meetings were all Wednesday and Thursdays, being July 10 & 11, 17 & 18, 24 & 25. She stated that the Marshwood Board will meet next Wednesday so we will know after that. Leach stated that she had heard a rumor that Marshwood is considering eliminating Late Start Thursdays so they can get out earlier in June. Pinard stated that is only if they have an excess of snow days. Nelson stated that it would have been a temporary thing if it had happened. Pinard stated yes.

## **9. Action Item:**

### **9.1 Personnel Nominations:**

## **10. Future Meeting Dates/Suggested Agenda Items:**

- **June 13, 2019- Rollinsford School Board Meeting-6:30 PM- Rollinsford Grade School**

## **11. School Events:**

- **May 6-10-Teacher Appreciation Week**
- **May 9, 2019- School Board Meeting-6:30 PM-Gym**
- **May 15-23-State Testing for grades 3-6**
- **May 17-18- 6<sup>th</sup> Grade Lock-in (7:00 PM-7:00 AM)**
- **May 24<sup>th</sup>- 2019-2020 Kindergarten Screening**
- **May 24<sup>th</sup>- Student Day of School**

- **May 27<sup>th</sup>- Memorial Day, No School**
- **May 30<sup>th</sup>- Spring Concert for Band and chorus-7:00 PM, Gym**
- **May 31<sup>st</sup>- 6<sup>th</sup> grade Step-Up Day at MMS, 9:45-2:30**

**12. Closing Comments:**

**12.1 Visitors:** Sharon Pinard asked if something had changed over in Marshwood in terms of how we do Special Education over there? She stated that there had been an ad in the paper for an additional person for Special Education to work half time in Marshwood and half time at Rollinsford. Krauss stated that this is a Rollinsford Teacher. Nelson stated that this is a teacher that we hire. She stated that when our students started going to Marshwood we reapportioned that teacher's time so that she could oversee the transition to Marshwood and sit in on IEPs to make sure they are in compliance. Pinard asked if it was an SAU person? Nelson stated that it is an RGS person. Pinard asked if it was an additional staff member? Krauss stated that they had a staff member leave and they are replacing her. Nancy Dionne asked for the amount for replacing the cupola? Nelson stated that it was \$22,500.

**12.2 Board Members:**

**13. Non-Public:** Cavanaugh made a motion seconded by Anderson to exit into non-public in accordance with Chapter 91-A:3, II (b) personnel. VOTE: motion passed, unanimously. Exited into non-public at 7:43 PM.

Personnel issues were discussed.

Kunz made a motion seconded by Leach to exit out of non-public. VOTE: motion passed, unanimously. Exited out of non-public at 7:52.

Kunz made a motion seconded by Cavanaugh to accept the personnel nominations as presented. VOTE: motion passed, unanimously.

**14. Adjournment:** Kunz made a motion seconded by Leach to adjourn. VOTE: motion passed, unanimously. Meeting adjourned at 7:54.

Melinda Sullivan  
Board Secretary

Pending Board Approval