

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:** Chris Reishus stated that she had attended the second meeting of the Rollinsford Withdrawal Committee Meeting and she was impressed with the committee and she was also impressed with the Superintendent and of all the help that he is giving them. She stated that she was hopeful for more openness with what might happen because the Superintendent stated that the group in Somersworth are just ordinary people like us in Rollinsford. She stated that when she got the "School District Happenings" in the mail she thinks that it is projecting something that really hasn't happened. She stated that the line she is concerned about is "now that Somersworth has elected to withdraw from SAU 56." She stated that she does not believe this is a true statement. She stated that it is the committee from both communities that will make the decision. Nelson stated that she wanted to let her know that she wrote this article and she wrote it very quickly and she apologizes for it. She stated that it should say that "now that Somersworth has elected to explore withdrawal". She apologized for anyone who has read that.
3. **Consent Calendar:**
 - 3.1 **Removal of items from the Consent Calendar:** None
 - 3.2 **Approval of consent calendar:** Cavanaugh made a motion seconded by Kunz to approve the consent calendar. VOTE: motion passed, unanimously. Approved were:
 - May 9, 2019- Minutes of the Rollinsford School Board Meeting
 - Enrollment
4. **Announcements/Communications:**
 - 4.1 **Superintendent's Update:**
 - **Richard Fortier/Town Update:** Gadomski stated that Fortier and himself met with the Town Administrator several weeks ago to start the discussions about sharing him for infrastructure and buildings. He stated that they decided Fortier would spend a day at the Town Office and look it over and try to give some feedback to them. Fortier stated that it will be within the next two weeks and he will look over what they have and don't have. Gadomski stated that after this there would be a further discussion on how to proceed.
 - **Withdrawal Committee:** Gadomski stated that the two committees met together and had a good conversation. He stated that there have been no decisions at this time by either side. He stated that there would be another Joint Meeting on June 18th at 5:30 in Room 113 at the CTC. He stated that this is an open meeting for anyone who might want to attend.
 - **Program Assurances:** Gadomski stated that in the Board Packet are the Program Assurances. He stated that a month ago there were Grant Assurances that the Board

Chair needed to sign. He stated that this document is on Individual Program Assurances and he is just bringing this forward for your attention.

- **Grade Six Promotion:** Gadomski stated that he had the opportunity of going to the Grade 6 Promotion Ceremony last night. He stated that staff did a wonderful job of making it a memorable evening, not only for the students but the parents as well. He stated that this is one of the highlights of his job to go to the promotions every year and see the parents and students so proud.

4.2 Principal's Update: Hartford distributed some pictures to the Board. He stated that he felt it was the best way to talk about some of the activities that have been going on. He stated that the prior week they had the seniors from Marshwood High School come down to RGS. He stated that there were 18 who came. He stated that it was last Thursday and they came in full cap and gown and walked the halls. He stated that several classes were gone on a field trip but the other students did a nice job of cheering them on and congratulating them. He stated that Mrs. Person, the Guidance Counselor was concerned that not all the students would be here so she reached out to the graduates and asked what they were doing last Friday, which was our Field Day. He stated that they had graduation practice in the morning and graduation in the evening but time in between so she invited them to come over for Field Day. He stated that she bought them pizza for lunch and challenged them to a tug of war with the staff which the staff soundly dominated. He stated that this was different than what has happened in the past and it was a nice way to bring them back. He stated that Person also went through yearbooks and took some pictures out and made posters which were hung in the gym so that each graduating senior could take their poster home with them. Nelson stated that this is a real tribute to the staff here over the years that so many came. He stated that also on last Friday the Police Department did their annual bike rodeo. He stated that the students get their bike inspected and a sticker on the bike. He stated that in the afternoon the Police Benevolent Association does a raffle for the kids. He stated that four kids walk away with brand new bicycles and they also raffled off helmets and other bike accessories. He stated that in the packet he had updated the Board on the Middle School student representatives. He stated that it has been narrowed down to three. He stated that he will send formal letters to the families and each will do three meetings and the last meeting in June will be all of the representatives together. He stated that he will set up a schedule. Nelson thanked Garrepy for bringing this up and following up with it. Hartford stated that the PTO had their final meeting last Wednesday and they had an end of year ice cream social. He stated that about 150 people attended that evening. He stated that yesterday they had the American Legion here leading us in the Flag Day Ceremony. He stated that they did the Flag raising ceremony. He stated that they did the traditional flag burning ceremony.

- **Recap of Summer Projects:** Hartford stated that replacement of the flooring in the upper and lower levels will begin the week of July 8th. He stated that it will take up to four weeks to complete. He stated that as a result of this they are moving their summer program to the library. He stated that the gym floor will begin July 29th and it

will take up to two weeks depending on the weather conditions. He stated that the sound system has been approved.

- **Student Handbook:** Nelson stated that she appreciated seeing the Student Handbooks and they would be discussed later in Discussions.

4.3 Enrollment: Hartford stated that they held a kindergarten screening day in May. He stated that they have 26 current kindergarten students. He stated that more may be coming during the summer. He stated that because of that he and Gadomski had a discussion because they had a lot of move outs this year of first and second graders so there was a smaller group in the first and second grade classrooms. He stated that they have talked about changing the K/1 classroom to a K classroom this year because of the large number coming in. He stated that it puts the classrooms at a more appropriate number of 16-17. Nelson stated that they appreciate Administration and Staff being nimble enough to make adjustments.

4.4 Recognize Retirements: Gadomski stated that there are two people that he wants to recognize for their years of service. He stated that between the two of them the years total 60. He stated they are Deborah Nichols and she has 39 years of service to Rollinsford. He stated that Rebecca Wright has 21 years of service. He stated that every year he has the honor of recognizing the retirees for their service and my hats off to you for your years of service. Nelson stated that the prior night Nichols and Wright gave the closing remarks for the Sixth Grade Recognition. She stated that both of them graciously thanked all of the students who have touched their lives and provided them with the inspiration to come in and teach every day. She stated that given the size of the school and the longevity of these two, it is safe to say that they had a professional impact on every single student that attended here. She stated that Wright was the first kindergarten teacher that we ever had. She stated that she did stray to fifth grade for one year but she has been our only Kindergarten teacher. She stated that Nichols has touched a number of lives. She stated that it takes a unique individual to succeed at RGS because RGS is a very distinctive school. She stated that Gadomski called this school entrepreneurial. She stated that it takes an entrepreneurial spirit to do well here. She stated that the teachers and staff have to embrace that spirit here. She stated that Wright and Nichols will be missed but their willingness, their eagerness and sometimes their struggles to work within that entrepreneurial spirit will leave a lasting impression here with all of us. Thank you for your long years of service. Nichols stated that she wanted to thank Melinda Sullivan for making this process less difficult. She stated that she bugs her all the time and she has been there every step of the way, so thank you.

4.5 Rollinsford Recreation Committee Letter: Nelson stated that the Rollinsford Recreation Committee is hoping that we can do something different on making the school more accessible from August 1 to August 15th. She stated that the Board's first job is to make sure that education moves forward. She stated that the educational needs of the community are met first. She stated that part of that is to allow time for teachers to get their classrooms ready as these are not part of their paid work and they come in on their own time. She stated that if the classroom is not ready they are not ready to teach and

instructional time is lost. She stated that the Board strongly supports that time is allowed for the teachers to get ready for education. She stated that they can talk about if there are other possibilities. She stated that she checked in with Taylor Rental to see what tent costs would be. She stated that they happened to have a deal on selling a tent. She stated that for a 2-week rental you can own a tent. Denise Knowles stated that they have had access to the school every year. She stated that it comes as a surprise that they cannot have the last two weeks of their program with access to the school. She stated that this is a problem and they risk cancelling those two weeks. She stated that they have 80 kids who have signed up. Leopold stated that the decision came so late in the season that they could not budget for alternate places. She stated that they have worked in coordination with the Board for many years. She stated that it has left them scrambling to find a place for these kids who have counted on this program. Nelson stated that the Board is not arguing anything against the program. She stated that it was March when the Recreation Committee was first made aware of a change. Knowles stated that they just found out in the last 2 weeks. She stated that they knew about the gym floor but did not know about the classrooms. She stated that if we could just have one classroom and only if there is inclement weather. She stated that the Legion did not sound like an option on a day to day basis although they have been very good in supporting the district in the past. She stated that they really could not give them a schedule as it would only be in inclement weather. She stated that perhaps they could offer assistance to cleaning a classroom for a day to help at RGS. Hess stated that perhaps if the number of kids was down and the hallway was available that may be an option. Knowles stated that the hallway would not hold 90 kids. Nelson stated that a single classroom does not hold 90 kids. She stated that even if a classroom was available it would not serve your purpose. Knowles stated that she understands a brand new teacher wanting to get into her classroom. Nelson stated that they need to talk about solutions. Hartford and Fortier stated that they would discuss this and have an answer for them by Monday. Knowles stated that she wanted to thank the Board for listening to them.

5. Discussion Items:

5.1 Marshwood Student Representatives Update- Nicholas Garrepy: Nelson thanked him for the suggestion about having the Middle School Representatives. She stated that they are Stella Sorbello, Jackson Buckley and Josie D'Angelo. Garrepy stated that the school year wrapped up. He stated that today was the first official day of summer. He stated that Graduation was on June 7th and next year's graduation is already set for June 5th. He stated that they hosted a lot of things for the Seniors: June 3 was Senior Awards, and the Senior Banquet, June 5th was the Top Ten recognition at the School Board Meeting and convocation. He stated that on June 6th there was the opportunity for Seniors to go back to their elementary school. He stated that June 7th was graduation and then Project Graduation and they went to Dover Bowl and then on a cruise out of Portsmouth.

6. Financial Update

6.1 2018-2019 Budget Update: Krauss stated that since the last budget update we have encumbered the additional funds that were approved by the Board on May 9th which

include: Great Escapes Patio and Stonework-\$29,345 for replacement of front stairs, Phil Rozzi-\$22,500 for cupola repairs and Guitar Center Professional-\$4,494.41 for sound System Replacement. The Board had approved a not to exceed figure of \$10,000. She stated they also paid the last invoices for Special Education Out of District Tuition which enabled us to release \$16,754.40 in encumbered funds. She stated that she has completed all necessary forms with the Department of Revenue in regards to the 2019-2020 budget. She stated that she is still keeping her eye on the Medicaid Reimbursement. She stated they had met with the representative from Multi-State Billing on May 23rd to make sure that we are doing everything that needs to be done to close out the year. She stated that they will receive additional funds through the end of the year but she is not hopeful that we will reach the amount budgeted. She stated there is unanticipated revenue in other areas to make up the loss in Medicaid revenue. Krauss stated that she and the new Special Education Director will be going over to Marshwood when she comes aboard. Gadomski stated the new Special Education Director will be Nancy Michaud and will start July 1.

7.New Business:

- **Presentation of Student Handbooks:** Nelson stated it is the first time that she has seen the Student Handbook. Cavanaugh stated that under the “We Believe” bullets, there is a typo where the words are reversed. She stated the other issue was in Unauthorized Communication Devices she thinks it should be customized for the elementary level. Krauss stated that it comes from a policy. Cavanaugh asked if it could be edited. Gadomski stated that we should take a look at that policy. Hartford stated he had started to revise it and then realized he couldn’t because it is a policy. Gadomski stated that it should follow the policy and if we feel the policy is not accurate we need to address it. Leach agreed the policy needed to be revised. Nelson asked if they had a policy that differed from Marshwoods whose policy would be the one followed? Gadomski stated that since you tuition the students out they fall under Marshwood’s policies. Nelson asked if there is an Employee Handbook? Krauss stated that there are personnel policies. Krauss stated that they are on the website.
- **First Reading of Policies:** Nelson stated that in the past they have not had a policy for Credit Cards. She asked if there were credit cards at RGS? Hartford stated yes. Krauss stated that this was an optional policy and why they did not have it before but where we do have credit cards we need it in place. Cavanaugh stated that that in EHAB is stated Somersworth School District. Krauss stated that she will let Lane know about this. Anderson asked if in DN it means that Krauss is responsible for disposal of items over \$1,000? Leach stated that it needed to be changed to not be Krauss. Gadomski stated that in multiple school districts it is up to the Business Administrator to post internally. Leach stated that the amount for the slush funds was not enough. Krauss stated that this is petty cash and is to be used if you need it to go to the post office and get a certified piece of mail out. She stated that it should not be any more than \$200. She stated that it needs to be monitored and not a way to get of the proper process. She stated that when petty cash gets low you will see it in the manifest and it is just replacing what has been spent. Leach asked that looking at EHAB that Hartford becomes their Security and Informational Officer? She stated that Tom Lebel is a security officer. Krauss stated that he is not on our payroll.

Nelson stated that it needs to be an employee. Gadomski stated that it does not mean that Hartford needs to do it, it just means that he needs to make sure that it gets done.

- **DJ- Purchasing**
- **DJC-Petty Cash Accounts**
- **DJE- Bidding Requirements**
- **DK- Payment Procedures**
- **DKA- Payroll Procedures**
- **DM-Cash in School Buildings**
- **DN- School Properties Disposition**
- **EHAB- Data Governance and Security**

7.1 Second Reading of Policies: Krauss stated that our employees are bonded under our policies through our Primex coverage.

- **DAFiscal 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**

Leach made a motion seconded by Kunz to accept the policies as presented. VOTE: motion passed, unanimously.

8. Old Business:

8.1 **Sound System Update:** Nelson stated that they had discussed this earlier.

9. Action Item:

9.1 Approve 2019-2020 School Board Meeting Schedule: Nelson stated that she looked up the March date to make sure that it followed elections so that we have a fully constituted re-elected School Board. Cavanaugh made a motion seconded by Anderson to accept the 2019-2020 School Board schedule as presented. VOTE: motion passed, unanimously.

10. Future Meeting Dates/Suggested Agenda Items: Nelson stated that there is a Joint Withdrawal Meeting on Tuesday, June 18th in Room 113 at the CTC.

- **July 15, 2019- School Board Retreat, 5:00-8:00 PM, SAU 56**
- **July 24, 2019- Marshwood School Board Meeting with Rollinsford School Board, 6:00 PM**
- **August 8, 2019- Rollinsford School Board Meeting, 6:30 PM, Rollinsford Grade School**
- **TBD-Sixth Grade Open Forum**

11. School Events:

- **June 12- 6th Grade Recognition (American Legion) 6:30 PM**

- **June 13- Talent Show, 9:00 AM**
- **June 13- Music Performance, 2:00 PM**
- **June 13- School Board Meeting, 6:30 PM**
- **June 14- 6th Grade Breakfast (Fogarty's Restaurant) 7:30 AM**
- **June 14- End of Year Award's Ceremony, 9:30 AM**
- **June 14- Step-Up Day, 1:00 PM**
- **June 14- Clap Off for our 6th Graders, 2:45 PM**
- **June 17- Staff Workshop Day, 8:30 AM**

Hartford asked if the Board would be making a motion to accept the Student Handbooks. Leach made a motion seconded by Kunz to accept the Student Handbooks with corrections. VOTE: motion passed, unanimously.

12. Closing Comments:

12.1 Visitors: Hess stated that she had attended the 6th grade student lock-in. She stated that the kids had a blast. She stated she came at 3:00 AM and they were mostly tired by then. She stated that the amount of parents who thanked us for doing it was incredible. Cavanaugh stated hats off to the staff who manned it, staying up those late hours.

12.2 Board Members: Cavanaugh stated that there are some FAQ's that we prepared for the Withdrawal Committee, listing where we are at this point and what we are working towards. She stated they will be around Town and up on the Town website. She stated that she and Lentz were at the ice cream social talking to folks trying to educate everyone on it. Anderson stated that she wanted to thank everyone for the wonderful 6th grade recognition. She stated that she is sad because this is her last one at RGS. Hess stated that Hartford had added an element that they had never done before. She stated that he gave each of the sixth graders two carnations to give to someone who is special to them, or have helped them. She stated what was even nicer was that not all went and handed them to family. Hartford stated that Anderson brings up a good point about her son being the last of the family through RGS. He stated that out of 23 sixth graders, 17 are the last of the family. He stated that we will have a new generation of families coming through.

13. Adjournment: Leach made a motion seconded by Cavanaugh to adjourn. VOTE: motion passed, unanimously. Meeting adjourned at 8:30 PM.

Melinda Sullivan
Board Secretary

Pending Board Approval