

NOTTINGHAM SCHOOL BOARD MEETING  
School Administrative Unit #107  
April 3, 2024  
Nottingham School Library  
6:30 PM

**School Board Members:**

Ms. Susan Levenson, Chair  
Mrs. Lori Kilbreth, Vice Chair  
Mrs. Danielle Roy  
Mrs. Caroline Ganier  
Mrs. Melissa Bielat

**SAU Administration:**

Dr. Ronna HasBrouck, Superintendent  
Mr. William Roy, Business Administrator  
**School Administration:**  
Ms. Sara Wotton, Curriculum Director

1. Call to order by the Vice Chair, Mrs. Kilbreth, at 6:30 PM.
2. Pledge of Allegiance given by the Board and those present.
3. Student Representative Reports
  - a. Due to inclement weather, the Student Representatives were asked to stay home. Ms. Wotton provided the Board with copies of their reports for Dover High School and Coe Brown Northwood Academy for review.
4. Presentation: VitalInsight
  - a. Dr. Phil Esbrandt and Dr. Bruce Hayes of VitalInsight presented to the Board regarding their program that provides surveys to identified stakeholders in the school district with the intent to identify strengths and weaknesses within the district and evidence-based solutions for change. Due to Dr. HasBrouck's prior work with VitalInsight, the first survey would be complimentary, and any consecutive surveys would be around \$2,500 (this cost includes comparative data from previous surveys). The surveys provided by VitalInsight measure both the commitment and capacity to change of the stakeholders and is not a satisfaction survey. The survey is generally posted for 1 week and takes approximately 15-20 minutes per person for response. Stakeholders can respond to the survey multiple times if applicable (e.g., the individual is both a School Board member and a parent of a child in the school).
  - b. Answers to the Board member's questions were as follows: data compilation is instant, but the company delays results by 2 days to review with a human eye. There are different questions for administrators, resulting in their survey being around 122 questions with the general population being around 60 questions. Once the results are gathered there is a "diagnosis" of problem and included "prescriptions" which are 25-50 research-based ideas for improvement. There is the capacity to add additional and/or open-ended questions to the survey. The community questions are generic and relevant to the school system. The gathered data is highly recommended to share with the stakeholders and can be easily sorted through and sent electronically via use of the online dashboard for the district.

- c. Chair Levenson and the Board thanked the Drs. for their presentation. Chair Levenson noted that during a School Board workshop the Board intends to speak further on this programming and create a timeframe for implementation.
5. Public Comment
  - a. None.
6. Presentation: Professional Development Master Plan
  - a. Ms. Wotton presented the newly completed Professional Development Master Plan for SAU 107. Of note, teachers involved in this process were extremely interested to be present for the presentation but due to inclement weather they were allowed to stay home. Ms. Wotton explained that the state of New Hampshire has a Professional Development Plan template that must be followed, and the newly revised plan is adapted for the new SAU. The plan will be effective from 7/1/2024 through 6/30/2029.
  - b. The previous Professional Development Master plan encompassed all schools in SAU 44 making it wordy and often not directly relevant to Nottingham School. The newly completed plan has new wording and formatting to enhance readability. Emphasis on the purpose of the plan was maintained by creating a document that allows both new and seasoned staff members to utilize the information easily. The plan was condensed from 73 to 48 pages and includes graphs, color, highlights, and charts. The Board thanked Ms. Wotton for her presentation and commented on the positive effective of the enhanced readability of the document.
  - c. Mrs. Roy motioned to approve the Professional Development Master Plan for Nottingham School District (SAU 107) effective 7/1/2024 through 6/30/2029. Mrs. Kilbreth seconded the motion. All members voted in favor.
7. Administrative Report
  - a. Curriculum Director's Report
    - i. Ms. Wotton began her report noting the upcoming Solar Eclipse on April 8. Both specialized glasses and a letter with directions for proper use will be sent home with the students. Every grade level has age-appropriate activities for students on April 8 to align with the Solar Eclipse, and the Board was provided with a list of these activities.
    - ii. Due to the result of teacher surveys and Board encouragement, executive functioning skillsets are looking to be implemented by the first day of school for the 2024-2025 school year. Ms. Wotton noted that teachers in all grades K-8 identified a need for enhanced executive functioning skills in their students. The teachers will be trained, and guidance counselors will focus their sessions on providing lessons. There will be a purchase of supplies such as planners to enhance executive functioning skills. The department also plans to include parents in training by offering parent sessions at convenient times for as many families as possible. The Board thanked Ms. Wotton for completing the needs assessment of teachers and the Board and moving forward with programming that aligns with the needs of students at Nottingham School.
    - iii. The Kindergarten screening day is scheduled for Friday, May 3, 2024. Current Kindergarteners will NOT have school on this day. Mrs. Kilbreth

asked how many kindergarteners are expected, Ms. Wotton notes at this time there is not as many as last year. Mrs. Roy asked if the screening is all day, Ms. Wotton answered that there is both a morning and afternoon session. Ms. Wotton will provide one makeup day later for those students unable to attend.

8. Review of Bills & Manifests

- a. Batch 1115-1118 P/R Amount: \$297,166.07
- b. Batch 1119 A/P Amount: \$204,677.13
- c. Batch 1120 A/P Amount: \$6,686.70

9. Administrative Report

a. Student Services Report

- i. Ms. Duncan was not present at the meeting but provided the Board with her report. Chair Levenson reviewed Special Education Enrollments, noting a total of 100 students in the district requiring services with a total of 11 active referrals. Mrs. Bielat asked how the referral process is made, Mrs. Ganier noted that either teachers or parents request a referral for testing to be done to determine special education needs. Ms. Duncan will be able to elaborate more on this process at the May 1 School Board meeting.
- ii. Mrs. Roy noted the deadline for the Preschool lottery is April 15. The Board will request that Ms. Duncan provides preschool metrics at the May 1 School Board meeting.

10. FY 2025 Default Budget Review

- a. The Board reviewed the FY 2025 default budget of \$16,517,172, which will become effective 7/1/2024. Mr. Roy added function code descriptions and noted that account numbers will likely change next year to enhance clarity. Notably, the default budget brings forward the approved budget for FY 2024, but one-time expenses and some contractual expenses do not move forward.
- b. Chair Levenson noted that \$5,000 was budgeted for Strategic Planning and she asked the Board whether this was still a priority. Mrs. Kilbreth said yes, Mrs. Gainer said yes if it doesn't interfere with teacher and student needs. Chair Levenson noted that at the Board workshop they will adjust their short-term goals and assess how strategic planning can be funded.
- c. Health insurance costs have increased 13.1% for individuals. Employees covered by the Collective Bargaining Agreement approved by the voters are included in the default budget.
- d. Regarding air handlers, Chair Levenson asked if a RFP could be available to the Board by May 1. There are 10 total air handlers, of which 2 have been newly replaced, 4 have urgent need to replace, and 4 are older. One air handler leak has caused damage to the gymnasium floor creating an area of buckling out of bounds. Dr. HasBrouck emphasized that the floor damage was not why the Staff vs. Student Basketball game was cancelled unexpectedly. Mr. Roy noted the current quote to fix the floor is \$2,400 and he asked the Board if they would like to fix the floor now or wait.
  - i. Mrs. Kilbreth motioned to continue to monitor the area of buckled flooring in the gymnasium and hold off on repair until the air handlers are replaced

unless it cannot be properly cautioned off and becomes a hazard. If it becomes a hazard a cost up to \$3,000 to repair the floor is approved. Mrs. Bielat seconded the motion. All members voted in favor.

- e. Dr. HasBrouck asked the Board to discuss if they wanted to amend the ESSER III grant to use the remaining \$119,074.42 for the boiler project. The Board discussed that although it was not their intention to utilize the remaining funds to cover the boiler project, that the state of the building continues to be a priority for student need and safety.
  - i. Mrs. Kilbreth motioned to amend the ESSER III grant to include \$119,074.42 towards to the boiler project. Mrs. Roy seconded the motion. All members voted in favor.
  - ii. Dr. HasBrouck will submit the amendment to the grant as soon as possible.
- f. Due to recent work from EMC on the boiler, EMC noted that Eversource would approve a total rebate amount of \$81,300 to be provided back to the district. The prior expected rebate from Eversource was \$15,000. Mr. Roy noted that all paperwork has been returned to EMC to send to Eversource and the rebate should be received by 5/15/2024.
- g. Mr. Roy brought up the idea of a credit card, or purchase card, to be used within the district. He explained that the credit card is tied to a purchase order and paid in full monthly. The benefit of a purchase card is that staff could purchase necessary items at the lowest cost possible (one item cheaper on Amazon than at Staples). Chair Levenson asked about concerns the auditors may have and Mr. Roy stated that the auditors would complete their audit differently knowing that a purchase card exists. The Board will discuss this option in the near future.

#### 11. Business Administrator's Report

- a. Mr. Roy noted that account numbers in the report will be changing to align with state mandates. Mrs. Kilbreth asked if account numbers change will the Board still be able to track information as they do now, Mr. Roy said yes and that it should make even more sense with the new numbers. Mr. Roy and Mr. Smith are working to redo the security code system so that everyone will have their own number to access the school to enhance security. They are also working to routinely change internet passwords. Mr. Roy noted that work is currently being done to complete a timeline of the facilities challenges in the recent past.
- b. Regarding the glycol spill last week, the Servpro cost for remediation was \$5,364.41. Servpro had to complete two different asbestos tests before beginning work on the building, which caused the delay. Dr. HasBrouck received the final report midday on April 3 noting that remediation is complete and today was the first day there was no scent in the building. Dr. HasBrouck noted that per EMC, if there is a system with glycol inside it, there will be intermittent scents of glycol noted. The Board noted the smell has never been a concern before recently. EMC replaced 5 high vents free of charge, and they have been asked to prepare a report for the Board so that information comes directly from their company.
- c. FY 2024 Revenue Report
  - i. The revenue report was included in the Board packet.
- d. FY 2024 Expenditure Report

- i. The expenditure report was included in the Board packet.
  - e. Projected FY 2024 Unreserved Fund Balance
    - i. The Unreserved Fund Balance was included in the Board packet but did not include the boiler money or the anticipated rebate from Eversource which will increase the total balance.
- 12. Policies
  - a. Policies were put on hold due to the inclement weather of the evening.
- 13. Superintendent's Report
  - a. Dr. HasBrouck noted that she nominated Ms. Laura Wheeler for New Hampshire School Counselor of the Year, and she received a Certificate of Excellence for the exemplary work she accomplished.
  - b. Dover is still waiting for final numbers from their Business Administrator regarding the tuition agreement. Dr. HasBrouck expects to have the information by the May 15 School Board meeting.
  - c. Dr. HasBrouck asked the Board if a room is needed for them at Coe Brown following the CBNA Board Meeting on May 8, 2024. Dr. HasBrouck will be absent from the May 1, 2024 School Board meeting due to a conference. Chair Levenson noted that SAU Administration may be able to alternate attendance at School Board meetings for the foreseeable future.
- 14. Committee Reports
  - a. Committee Reports were put on hold due the inclement weather of the evening.
- 15. Consent Agenda
  - a. Mrs. Roy motioned to approve the public and non-public School Board meeting minutes for March 20, 2024 as amended. Mrs. Ganier seconded the motion. All members voted in favor.
  - b. The Emergency Meeting Minutes from March 26, provided by Ms. Doherty, Dean of Students, were reviewed but not approved at this time.
- 16. Agenda Items: April 17, 2024
  - a. Auditor presentation
  - b. Updated Unassigned Fund Balance
- 17. Agenda Items: May 1, 2024
  - a. RFP for air handlers
  - b. Preschool metrics by Ms. Duncan
- 18. Public Comment
  - a. None.
- 19. Non-Public Session: RSA 91-A:3 II
  - a. Chair Levenson motioned to enter non-public session under RSA 91-A:3 II (A), (B), (C). Mrs. Kilbreth seconded the motion. All members roll-called in. The Board entered non-public session at 8:58 PM.
  - b. Mrs. Kilbreth motioned to leave non-public session. Mrs. Bielat seconded the motion. All members voted in favor and roll-called in. The Board returned to public session at 10:14 PM.
  - c. While in non-public session personnel matters were discussed. No votes were taken.
- 20. Other

- a. Dr. HasBrouck made nominations of Certified Staff for the school year 2024-2025 and Paraprofessional Staff for the school year 2024-2025.
- i. Mrs. Roy motioned to accept the nominations of certified and paraprofessional staff as presented on the Nomination List dated 4/3/2024. Mrs. Ganier seconded the motion. All members voted in favor.
- ii. Dr. HasBrouck thanked the Board for accepting the paraprofessional nominations early in the process, she will provide agreements in accordance with required deadlines.

21. Upcoming Meeting Dates

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|-------------------|---------|--|
| a. April 17, 2024 | 6:30 PM | School Board – Nottingham School Library |
| b. May 1, 2024    | 6:30 PM | School Board – Nottingham School Library |

22. Adjournment

- a. Mrs. Kilbreth motioned to adjourn the meeting. Mrs. Bielat seconded the motion. All members voted in favor. The meeting adjourned at 10:18 PM.

Respectfully Submitted,  
Stephanie Cox  
Nottingham School Board Secretary