

Hampton Falls School District

Thursday, April 12, 2018 at 6:00 p.m.
School Board Meeting
Lincoln Akerman School – Library
8 Exeter Road, Hampton Falls
www.sau21.org

School Board Members present:

Mark Lane; Chair, Greg Parish, Vice chair, Greg Marrow, and Pamela Miller.

John Bailly joined the meeting remotely from Detroit Michigan at 6:00 p.m.

Administration present:

Dr. Robert Sullivan, Superintendent, Dr. Ronna Cadarette; Assistant Superintendent, Matt Ferreira; Business Administrator, Mark Deblois; Principal, and Ada McDowell: Director of Special Services.

Absent:

Alan Lajoie, Facilities Manager.

Documents presented during the meeting can be obtained at the SAU21 Office

At 6:00 p.m., Mark Lane called the Hampton Falls School Board Meeting to **order**.

At 6:00 p.m., Mark Lane recessed the Public meeting to attend the Public Hearing for the withdrawal of funds from the Building Maintenance Expendable Trust Fund.

At 6:04 p.m., Mark Lane re-convened the Public meeting.

2. Reports

a. Superintendent's

Dr. Sullivan reviewed his written report, and reported that the Joint Board Meeting is scheduled for May 9, 2018 at 7:00 p.m.

Dr. Cadarette reviewed her written report and discussed how all the Districts are continuing their work with competency-based learning through the many stages of exploring the content, collaboration and planning among the grade level teams, as well as continued up-coming planning. More information is provided under Curriculum on the SAU #21 Website.

b. Principal's

i. Student Presentation Commemorating Victims of Parkland, FL

Julia and Jenna: 8th Grade LAS Students presented a proposal to have a school memorial and not a protest, on the Hampton Falls Common. Posters will be

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presented for each victim. Their names will be read with a moment of silence. This event would occur on April 20, 2018 at 10:00 a.m.

The Board agreed to approve a school memorial and not a protest, on the Hampton Falls Common.

❖ Student enrollment is currently 232.

The Board agreed to add Ada McDonnell: Special Education to the agenda.

ii. Ada McDowell: Special Education, presented a response to public comments made at the March 15, 2018 school board meeting.

Attachments to include: Response to public comments made at the 3/15/2018 School Board Meeting and SAU 21 Criteria for Special Education Evaluations are available on request at the SAU 21 Office. Excerpts include:

1. The parent question asked if there was a policy in place, passed in November 2017, which states that parents can't choose where to evaluate their child. The full manual can be viewed on:
<https://www.sau.21.org/las/index.php/departments?id=87>
2. The parent commented that preferential treatment was given to a parent when they asked for a change in case manager and that parent was given the case manager that they wanted.

The district is unaware of the student or parent that is being referenced here. Case manager assignments are as follows:

K-3 – Jessica Mason 4 – 8 – Mel Guyette Multiple Disabilities – Michelle Casey.

3. The Parent asked how contractors/Professional services were chosen. Contractors and professional services personnel include our speech and language pathologist, occupational therapists, physical therapist, BCBA and any other personnel required to meet IEP needs. There is not a list of contractors that the district will not work with. Preference is given to those that have a good reputation of knowledge, professionalism, follow through and attendance.

The Board agreed to open Public Comment

Public Comment

Hampton Falls School District

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The Board informed that specific Special Education discussions cannot be discussed in Public Session.

Mary O'Connor inquired about the balance among the number of students within the K-3, 4-8 and multiple disabilities case load model.

Angela Bramante spoke in regard to changes with case managers.

Financial

Matt Ferreira reviewed the FY2017-2018 expenditure report.

Matt Ferreira agreed to investigate the trash removal and equipment over-budgets.

i. Audit Governance Letter

Matt Ferreira reviewed the Plodzick and Sanderson Governance Letter in regard to the 2016 - 2017 Annual Financial Audit. The full audit can be viewed on the SAU21 website.

d. Facility

The Board reviewed the monthly status report.

3. Minutes – See Voting on Agenda Items

4. Continuing Business

a. School Board Calendar – Update – The Board agreed to table this discussion.

b. Superintendent's Working Group – Update

Dr. Sullivan reported that the focus for the Working Group is to send a survey to students, staff and parents in regard to the culture of the school. The survey will be sent before the end of the school year. The cost of this survey is up to \$5,000 and requested if the Board would authorize Pamela Miller and John Bailly to approve spending up to \$5,000 for the survey on behalf of the Working Group.

c. Project Update

i. Building Committee

A brief discussion included the forming of a building committee to include: SAU21 Superintendent, SAU21 Business Administrator, LAS Principal, LAS Facilities Manager,

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Trident (OPM), Eckman Construction, Lavallee Brensinger Architects, School Board Representative(s) Community Member, and an Elected Town Official.

The Board agreed that Mark Lane and Greg Parish would be appointed to the Building Committee.

5. New Business

a. Withdrawal of Funds from the Building Maintenance Expendable Trust Fund – See voting on agenda items.

b. 2017-2018 Last Day of School - See voting on agenda items.

c. Personnel

i. Nominations – deferred to non-public session.

ii Job Share – deferred to non-public session.

d. Mowing Contract Extension – See voting on agenda items.

e. Policy – Post Issuance Tax Compliance Policy and procedures for Tax-Exempt Obligations

The Board reviewed DCC Post-Issuance Tax Compliance Policy and Procedures for Tax-Exempt Obligations as written for First Read.

6. Public Comment on Agenda Items

7. Voting on Agenda Items

Motion: Greg Parish motioned to authorize that Pamela Miller and John Bailly have the authority to spend up to \$5,000 for the purchase of surveys on behalf of the Superintendents Working Group. Second: Greg Marrow. Motion passed 5-0-0.

Motion: Mark Lane moved to authorize the formation of a building committee for the new building project. This committee will be responsible for the primary task of successfully completing the project. Second: Greg Parish. Motion passed 5-0-0.

Motion: Mark Lane moved to authorize Matt Ferreira, Business Administrator as signatory for AIA payment documents, change order documents, authorization of subcontractors, etc. Second: Pamela Miller. Motion passed 5-0-0.

Hampton Falls School District

Thursday, April 12, 2018 at 6:00 p.m.
School Board Meeting
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Motion: Mark Lane motioned to approve the proposed 2017-2018 last day of school to be June 15, 2018 for students with an early release day. Second: Greg Parish. Motion passed 5-0-0.

Motion: Mark Lane moved to award JLG Landscaping a 2-year extension to his current contract (April-November 2019). Second: Pamela Miller. Motion passed 5-0-0.

Motion: Greg Parish motioned to approve the March 15, 2018 Public, and Non-Public minutes as written. Second: Greg Marrow. Motion passed 5-0-0.

Motion: Greg Parish motioned to approve the withdrawal of funds in the amount of \$5,175 from the Building Maintenance Expendable Trust Fund for the purchase of a replacement air compressor for the pneumatic system. Second: Greg Marrow. Motion passed 5-0-0.

8. Signing of the Manifest – The members present signed the manifest.

Next Meeting Date – Thursday, May 10, 2018

Motion: Greg Parish moved to enter Non-public Session RSA 91-A: 3 II for (b, c) at 7:42 p.m. Second: Pamela Miller. Motion passed with a roll call vote: 5-0-0.

Submitted by Maureen Hastings, Recording Secretary (Approved May 10, 2018).

2 Attachments:

- Response to public comments made at the 3/15/2018 School Board Meeting
- SAU 21 Criteria for Special Education Evaluations

Response to public comments made at the 3/15/2018 School Board Meeting:

Parent asked if there was a policy in place, passed in November 2017, which states that parents can't choose where to evaluate their child.

The policy that addresses outside evaluations is part of the Special Education Policies and Procedures Manual for SAU21. This Manual was reviewed and adopted by all SAU 21 school boards in November of 2015. The Hampton Falls School Board adopted this policy on November 12, 2015. Appendix E outlines the criteria for special education evaluations (see attached). The criterion outlined in the policy was established to apply to all evaluations including independent evaluations parents expect the school district to review. The district has worked with many families of identified students that have chosen to have their child evaluated outside of the district, including Massachusetts. Parents always have a choice as to where their child can be evaluated. The district uses the criteria outlined in the policy to ensure that we are making decisions based on high quality, reliable and educationally sound special education evaluations. The only time that the results of an evaluation would not be accepted by the school district is when it does not meet the criteria outlined in the policy.

The full manual can be viewed here: <https://www.sau21.org/las/index.php/departments?id=87>

Parent commented that preferential treatment was given to a parent when they asked for a change in case manager and that parent was given the case manager that they wanted.

The district is unaware of the student or parent that is being referenced here.

Case Management assignments are as follows:

K – 3 - Jessica Mason

4 – 8 - Mel Guyette

Multiple Disabilities - Michelle Casey

When a parent requests a different case manager, the district works with the parent and the current case manager to resolve concerns and move forward. The district has not changed a case manager based on a parent request since the model was put in place in the 2015 – 2016 school year. All case management assignments are made using the above model.

Parent asked how contractors/professional services were chosen and if there was a list of contractors that we won't work with.

Contractors and professional services personnel include our speech and language pathologist, occupational therapists, physical therapist, BCBA and any other personnel required to meet IEP needs. There is not a list of contractors that the district will not work with. Preference is given to those that have a good reputation of knowledge, professionalism, follow through and attendance.

Appendix E

SAU 21 Criteria for Special Education Evaluations

The State and Federal special education laws require that the Districts of SAU 21 evaluate children with disabilities who are in need of special education and related services. The district usually evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a reevaluation.

The Districts of SAU 21 are committed to ensuring that each child's IEP team bases its decision on high quality, reliable and educationally sound special education evaluations.

As a result, the district has established the following list of criteria for all special education evaluations. These criteria consequently apply to all evaluations conducted by school district personnel, all evaluations the district asks outside contractors to conduct and all independent evaluations parents expect the school district to review, consider, and/ or fund.

Unique circumstances may justify deviation from these criteria. If a parent or district staff member is made aware of such unique circumstances, they should immediately inform the student's case manager or the district's special education director.

1. The evaluation must comply with the relevant provisions of the State and Federal special education laws, including 34 C.F.R.300.301-300.311 and NH Code of Administrative Rules Ed 1107.
2. The evaluation must be conducted in New Hampshire, by an evaluator whose principal office is located in New Hampshire, unless there is no qualified evaluator in New Hampshire.
3. The evaluator must hold a valid license from the State of New Hampshire in the field related to the known or suspected disability. The evaluator must have extensive training and experience in evaluation in the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the district must be satisfied that the evaluator has extensive training and experience related to the known or suspected disability.
4. The cost of the evaluation shall not exceed the usual and customary rate for such evaluations.
5. The school district will not pay for the evaluation until it receives the evaluator's report.
6. The evaluator must review relevant educational records.
7. Unless otherwise determined by the child's IEP team, the evaluator must either: (a) observe the child in one or more educational settings; or (b) make at least one contact with the child's general education teacher for the purpose of determining how the child is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.
8. The evaluator must be permitted to directly communicate and share information with members of the IEP team, the district's special education director, and the director's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP team, the district's special education director, and the director's designees.
9. The district shall be entitled to inspect and obtain copies of the evaluator's records, including any records created by third parties. However, for purposes of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g(a)(4)(B)(i), records will not be deemed accessible to any school personnel other than the evaluator, unless and until the district exercises its right to inspect or obtain copies of those records from the evaluator.