

**RYE SCHOOL DISTRICT**  
School Administrative Unit 50  
48 Post Road, Greenland, New Hampshire 03840  
Phone (603) 422-9572 Fax (603) 422-9575

*To be approved by the Rye School Board at the June 10, 2019 meeting.*

**RYE SCHOOL DISTRICT**  
**RYE, NEW HAMPSHIRE**

The regular monthly meeting of the School Board of the Rye School District was held at Rye Junior High School on Wednesday, May 15, 2019 at 5:00 p.m.

**PRESENT:**

School Board Members: Margaret Honda, Scott Marion, Paula Tsetsilas  
Not Present: Jeanne Moynahan, Deb Crapo

Administrators: Salvatore Petralia, Superintendent  
Kelli Killen, Assistant Superintendent  
Suzanne Lull, Rye Elementary School Principal  
Marie Soucy, Rye Junior High Principal  
Samantha Panek, Minute Taker

Staff: Andrea Papoutsy, RES teacher

Visitors: Sarah Curtin

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE (02:52)**

Ms. Honda called the meeting to order at 5:04 p.m.

**Approval of Minutes (03:23)**

*Ms. Tsetsilas made a motion, seconded by Dr. Marion, to approve with any edits forwarded by Ms. Moynahan, the Public Minutes for the April 17, 2019 School Board Meeting. Discussion. Vote: 3-0.*

*Dr. Marion made a motion, seconded by Ms. Tsetsilas, to approve the Non-Public Minutes for the April 17, 2019 School Board Meeting. Discussion. Vote: 3-0.*

**COMMUNICATIONS (05:02)**

Mr. Petralia announced that there were two letters of resignations, one from Jennifer Richards, occupational therapist for the district, and John Hirsch, World Language teacher at Rye Junior High. Mr. Petralia asked the board to accept those under New Business in the personnel section.

Mr. Petralia also mentioned receiving a letter from Rye Elementary Staff Member requesting her child's enrollment as a non-resident at the school, in accordance with Article 19 of the Collective Bargaining Agreement and a letter requesting additional paid sick leave due to family situation., both to be approved by the Board.

Dr. Marion asked when the Board takes up the requests. Mr. Petralia answered under New Business.

Dr. Marion asked if the search would begin immediately for the replacement of the World Language teacher. Mr. Petralia reviewed the process for an internal posting, followed by a public posting for the position. The board discussed the seven-day provision for job postings and the need to expedite the process due to time. Mr. Petralia will inquire about special request due to time and suggested the board consider addressing the issue of time and urgency, during the coming contract negotiations.

### **Superintendent Report (08:57)**

Mr. Petralia said he informed the 16 board members across the SAU that Amy Ransom, the District Business Administrator, submitted her notice of resignation effective Jun 30, 2019. Mr. Petralia explained that they immediately advertised the position, with an application deadline of this Friday, May 17<sup>th</sup>. Mr. Petralia said he held an orientation for the interview committee. Mr. Petralia explained that Ms. Moynahan is the School Board representative on this committee in her role as chairperson of the SAU50 joint board. Mr. Petralia mentioned that he will serve on the committee, as well as Ms. Killen, Ms. Reinhardt and the two financial assistants.

Dr. Marion and Ms. Honda asked about the applicants and size of the candidate pool. Mr. Petralia explained that at this time, the names were still confidential and although the candidate pool was not as rich in numbers as he would like, the quality of applicants was good. Mr. Petralia hoped to begin the process next week and to provide the board an update on May 22<sup>nd</sup>. Mr. Petralia noted he would ask for authority to move forward on a selection at that time.

Mr. Petralia mentioned that he and Ms. Ransom attended the Rye Budget Committee last Tuesday, May 7<sup>th</sup> and members of the committee were provided with a quarterly review of the school district financial status. Mr. Petralia mentioned it was well received and was a pleasant meeting.

Mr. Petralia attended a workshop on Wednesday, May 8<sup>th</sup>, for all department heads across town including the school district, fire, police and those at the town office. Mr. Petralia made copies of the presented materials on the Right to Know and Conflict of Interest.

Mr. Petralia mentioned he included some legislative updates in his written report for the board to review and meeting reminders including Orientation on May 22<sup>nd</sup> with Barbara Loughman at 5pm followed by Joint Board Meeting at 6:30pm. Mr. Petralia explained that yesterday Jane Lannon was elected to the New Castle Board and he felt even returning board members could benefit from Attorney Loughman's presentation.

Mr. Petralia noted the Rye School Board meeting coming up on June 19<sup>th</sup> and 8<sup>th</sup> grade graduation set for June 13<sup>th</sup> at Rye Junior High.

Ms. Honda mentioned the need to change the next Board meeting to June 10<sup>th</sup> or 17<sup>th</sup>. The Board reviewed the dates and conflicts. Mr. Petralia noted that the June 17<sup>th</sup> would conflict with Greenland. The Board and Staff agreed to the 10<sup>th</sup> at 5pm for the next the public meeting.

### **End of Year Requests (17:13)**

Ms. Lull reviewed the outline of proposed end of year requests which she provided to the board. Ms. Lull noted the drip edge at the front and one side of building which has noticeable mold and dirt staining and it requires stones to be put in and blast cleaning at a cost of \$4,133.00.

Ms. Lull covered the conference room needs including table and chairs.

Ms. Lull then discussed the door to separate the Rye Recreation area from the main building. Dr. Marion asked if all security features had been checked and Ms. Lull confirmed that they had. Ms. Tsetsilas recalled seeing the costs for the doors in the budget and she located the line item in her copy of the budget. After further review

and discussion, the board decided researching was required to confirm if this line item was in the most recent version of the budget. Dr. Marion suggested voting to approve this item with a note for Mr. Petralia to check the budget first.

Ms. Tsetsilas asked about repurposing the doors at the base of stairs to the upper level. Ms. Lull said she met with the fire marshal and reusing the doors would not be possible. Ms. Tsetsilas asked if the doors would be needed if the space wasn't being used during the school day. Ms. Lull confirmed that in that case doors wouldn't be needed. Ms. Honda recapped that prior to approving this funding the budget would be checked as well as the need for daytime use of the space.

Ms. Lull reviewed the need for air quality testing including radon. She noted two quotes, one including radon testing and one not including radon testing. Ms. Lull recommended the test including the radon testing.

Finally, Ms. Lull discussed the need for a staff room make over. She reviewed the staff's use of the space and need for new furniture with a possible donation for some items from Allen's Wayside Furniture.

Ms. Lull said she included a possible capital improvement item. She discussed how the lift to the lower level, which was required for ADA compliance, did not pass inspection. She continued to explain that the lift needed repairs and parts that are not easily available. Ms. Lull provided two quotes one to repair the lift and one to replace the lift. She added that it is not used but is required and the lift is an expensive item.

Ms. Honda asked what the final budget balance was. Mr. Petralia responded that according to the financial statement in the packets, the current fund balance for 2019 was \$203,929.51, which represents 1.49% of the total operating budget.

*Dr. Marion made motion, seconded by Ms. Tsetsilas, to approve up to \$15,000 to cover the costs of drip edge, conference room furniture, air quality testing including radon and staff room furniture, for the Rye Elementary School. Discussion. Vote: 3-0*

Ms. Soucy noted the need for adding a wall and door to the current world language room to create an additional classroom, at a cost of \$3,718.00.

Ms. Soucy explained the need for storage cabinets and dry erase boards at a cost of \$1,500.00 for the storage and \$2,000.00 for the boards.

Ms. Soucy said additional funds of \$2,727.00 would cover the costs of additional flexible seating for the personalized learning classroom for 24 students.

Ms. Soucy reviewed the costs to replace windows and mentioned that windows in the upstairs math classroom aren't working at all. Ms. Soucy said the full cost would be \$22,000 but even replacing half would help. Ms. Soucy thought there was a budget item for window replacement, but Jim Gordon was unable to locate the funds. Ms. Soucy and Ms. Honda recalled the windows being in the budget. Ms. Tsetsilas recalled discussing the windows as well. Ms. Honda began a search for the budget line and discovered \$1,000 in funds.

Ms. Honda explained that the windows would be reviewed separately.

Ms. Tsetsilas asked Ms. Soucy about the Junior High need for new furniture for the staff room. Ms. Soucy confirmed that the furniture could use an update.

Ms. Soucy provided a quote for paving. Ms. Tsetsilas asked if an additional quote could be obtained.

Ms. Soucy added Air Quality testing to her list.

*Dr. Marion made motion, seconded by Ms. Tsetsilas, to authorize capital expenditures for Rye Junior High of up to \$37,000.00 for the wall and door in the World Language Room, storage and dry erase boards, humanities room furniture, paving--pending 2 bids if possible and air quality testing including radon. Discussion. Vote: 3-0*

*Dr. Marion made motion, seconded by Ms. Tsetsilas, to authorize spending from unreserved fund balance of up to \$9,100.00 to replace approximately 15 windows for Rye Junior High, pending further investigation of the operational budget to use what is available in that line first. Discussion. Vote: 3-0*

Ms. Honda asked if the board should discuss the boiler. Dr. Marion mentioned that there was approximately \$140,000.00 in unreserved fund balance and the last time the boiler was replaced was about \$140,000.00. Dr. Marion explained that in the past the board has returned unreserved fund balance from tuition back to the town and that practice would continue. Dr. Marion mentioned there was also \$75,000 in building and grounds reserve fund.

Ms. Tsetsilas asked which boiler needed replacing. Dr. Marion confirmed it was at Rye Junior High. Dr. Marion expressed the recommendation of the budget committee to replace the boiler this summer. Ms. Honda asked what the process of spending at the end of year would be. Mr. Petralia asked how many bids would be needed and expressed that Greenland is going through the same process which would provide vendors for the project. Mr. Petralia mentioned he would get the current balances of each trust and forward to Ms. Honda.

*Dr. Marion made motion, seconded by Ms. Tsetsilas, to direct the Superintendent to work with the Business Administrator to request proposals to replace the old boiler at Rye Junior High, for up to \$140,000.00, the money to be drawn from the unreserved fund balance less the tuition portion and the remaining to be drawn from the building and grounds reserve fund. Discussion. Vote: 3-0*

Ms. Tsetsilas asked that the board consider the Junior High Staff room, moving forward.

## **UNFINISHED BUSINESS (48:22)**

### **5<sup>th</sup> and 6<sup>th</sup> Grade Transition**

Ms. Honda asked for an update on the transition.

Ms. Lull explained that she and Ms. Arsenault are meeting with small groups of about 6 students from the 4<sup>th</sup> grade during lunch to ask them about their concerns and answer questions about the transition. Ms. Lull explained that both Fun Finales have been planned by a committee of parents. She added that the award ceremony and Clap Out have been arranged.

Ms. Soucy explained that they have made some changes in the classroom spaces. She added that the playground equipment was installed and has already been used by the students. Ms. Soucy explained the change to the music program, eliminating general music and having students select between chorus and instrumental music. Ms. Soucy noted that parents were invited to concerts and an instrumental petting zoo was scheduled to help students to make decisions. Ms. Soucy explained that students already selected a language preference of French or Spanish, so scheduling for language was beginning. Ms. Soucy mentioned that a newsletter was sent to parents including information and dates like the Parent and Student Open House on June 5<sup>th</sup> and the Jump Up Day on June 7<sup>th</sup>.

Ms. Honda noted a chart she added to the packet which tracks the progress on transition items.

Ms. Tsetsilas explained that the final Transition Meeting will be June 17th.

#### **Rye Recreation Agreement (55:34)**

Mr. Petralia said he sent the agreement for approval to Lee Arthur with the two changes—the first regarding the term of the agreement and the second regarding Rye Recreation covering the custodian staff fee. Ms. Arthur will bring the draft to the Rye Recreation Board

#### **Parent Survey Parent Focus Group Update (56:30)**

Ms. Honda said the board is moving forward with using parent focus groups and after meeting with teachers may possibly move forward with focus groups including teachers. Ms. Honda added that the data from the student surveys that Ms. Lull provided would be used. Ms. Honda mentioned that Bill Preble met with staff at both schools for feedback.

Dr. Marion mentioned having a good meeting with staff and based on those conversations and data, Mr. Preble proposed to eliminate focus groups for kids at the elementary school and eliminating drawing for K-1. Dr. Marion explained that there will be paired parent focus groups for K-2, 3-5 and 6-8. Dr. Marion explained that with paired groups the first focus group meets and the second group or validation group reflects on the information from the first focus group. Dr. Marion explained that there would also be student focus groups for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> as well as staff focus groups at Rye Elementary and Rye Junior High with possible validation groups.

Dr. Marion explained that a draft invitation letter was ready to go out to 30 randomly selected parents for each grade span. Dr. Marion hoped to have at least 15 parents in the groups. Dr. Marion suggested the invitations come from the SAU 50.

Ms. Tsetsilas mentioned the need to recognize the time of year in letter. Ms. Tsetsilas asked what would be required for children to participate. Dr. Marion explained that permission slips would be needed.

Ms. Tsetsilas asked if Mr. Preble would be the moderator for each group. Dr. Marion explained that Mr. Preble would be involved but there were too many groups for him to cover. Ms. Tsetsilas noted that the teachers, having met with Mr. Preble, would have a comfort level with him.

Ms. Tsetsilas asked if the principals would be reviewing the moderator's dialogue sheets. Ms. Honda expressed that if time allows and a review is helpful, it could be done.

Mr. Petralia acknowledged the Board for taking the staff members thoughts on lack of teacher input and addressing it. Dr. Marion added that the Board is available and open to meet with the teachers at any time.

#### **Bus Routes (1:07:50)**

Ms. Honda mentioned the on-going need to review the bus routes. Mr. Petralia provided a packet with the routes for the board to review and recalled previous conversation at the Board level to ride some of the routes.

Dr. Marion asked what the longest ride was and noted the long car drop off. Ms. Honda noted how several buses drive similar routes and expressed that there must be a more efficient processes. Dr. Marion noted how 2 buses cross the same road.

Ms. Lull noted that the direction and routes can be affected by which side of the street a pick-up is on. Ms. Lull encouraged the board to review the list with Ms. Ryan to verify which stops are for Kindergarteners.

Ms. Tsetsilas explained that she learned from a parent about a long delay for one of the High School Buses due to the use of the same bus to take students from the Middle School to New Castle before it goes to the High School. Ms. Tsetsilas wondered if the pick-ups could be adjusted to lessen the wait and noted it should be investigated.

Dr. Marion asked if there were more student drop-offs in the morning or more pick-ups in the afternoon. Ms. Soucy said more drop-offs. Ms. Lull noted both were busy.

#### **Election Location (1:16:42)**

Ms. Tsetsilas reviewed how parents have asked the school be closed on election days due to growing concerns over safety issues. Ms. Tsetsilas recapped her meeting with the Election sub-committee which enhanced her understanding of the space needs, parking, and other requirements for an election space. Ms. Tsetsilas and the committee visited Rye Congregation, but wheel-chair access was an issue. Ms. Tsetsilas explained that a visit was scheduled for Abenaqui. Ms. Tsetsilas explained that there may be statutes against electioneering at Odiorne.

Ms. Tsetsilas noted the committee hopes to have recommendations by September 30<sup>th</sup>. Ms. Tsetsilas reviewed the four-year election cycle, 2019-20 having 2 elections, 2020-21 having 3 elections, 2021-22 having 1 election 2022-23 having 3 elections. Ms. Tsetsilas mentioned the idea of moving elections with lower turn out to other locations. Dr. Marion mentioned concerns over moving the sight around and possible confusion. Ms. Tsetsilas noted the concern and mentioned that communication would be key.

#### **Assistant Superintendent Report (1:20:53)**

Ms. Killen had nothing to report.

#### **NEW BUSINESS (1:21:00)**

##### **Guidance Curriculum (1:21:00)**

Ms. Honda asked for questions, comments and concerns regarding the Guidance Curriculum which the board had received.

*Ms. Tsetsilas made a motion, seconded by Dr. Marion, to approve the Guidance Curriculum as prepared by the Central Office and Guidance Counselers. Discussion. Vote: 3-0.*

##### **Marketing Growth Plan (1:22:20)**

Ms. Tsetsilas read from the School Use Feasibility short term recommendations. Ms. Tsetsilas mentioned it is important when getting into marketing details to determine the goals in measurements. Ms. Tsetsilas explained we are in growth mode and have seats to fill. She noted that we have declined 28% since 2010. Ms. Tsetsilas expressed the need to increase the student population by a certain amount in a 3 to 5 year time and asked what kind of growth would we like to see.

Ms. Honda felt we have limited control so setting specific numbers is difficult and instead suggested setting the metrics to the initiatives. Ms. Honda said this item would be discussed at the retreat and the need to assign ownership of each initiative.

##### **School Board Planning Retreat (1:26:38)**

Ms. Honda discussed a retreat near the end of July into August. Mr. Petralia said there was a desire to have a pause in activities in July so that all staff could have a month free of extra activities. Ms. Honda will confirm with Ms. Crapo and Ms. Moynahan regarding August 1st, from 9am - 3:30pm with location to be confirmed.

**PUBLIC COMMENT (1:30:47)**

Ms. Curtin asked about kindergarten enrollment, specifically whether there would be 2 or 3 classes, and asked about numbers for 6<sup>th</sup> grade.

Ms. Lull mentioned at this time 33 kindergarteners were registered. Ms. Lull noted the Kindergarten information night was scheduled for Tuesday the 21st. Mr. Petralia said at this time the plan was for 2 Kindergarten classes. Ms. Curtin encouraged keeping three for the kindergarten and first grade to accommodate additional students who arrive over the summer and during the year, as well as preventing a scramble to fill a teacher position.

Ms. Lull believed 35 students were moving into 6<sup>th</sup> grade, at this time.

Ms. Tsetsilas noted the recommended guidelines for kindergarten as 15-18 students.

Ms. Papoutsy noted that the lift was added at Rye Elementary in 1983 because music and art were located on the lower level and a student needed the lift.

Ms. Papoutsy asked if Rye Recreation was still planning to use the lower level during the day.

Ms. Papoutsy mentioned the frustration with some buses stopping even when the child isn't standing outside and it seems that very few students meet at a corner together for pick-ups. Ms. Papoutsy also noted how cars get backed out to the main road at both schools before and after school. Ms. Papoutsy mentioned that the High School bus has been tough. Ms. Papoutsy commented that the meeting with board members was a nice fresh start with good conversation.

Ms. Papoutsy asked for clarification about the chorus or band choice for students. Ms. Soucy mentioned kids don't have to be in performance band but can learn an instrument.

**NEW BUSINESS(1:43:14)**

Mr. Petralia asked the Board to take up the motions for the two resignations.

*Ms. Tsetsilas made a motion, seconded by Dr. Marion, to accept, with regret, the resignations of Jennifer Richards and John Hirsch at the end of the school year. Discussion. Vote: 3-0.*

Mr. Petralia reviewed the request from a Rye Elementary Teacher seeking to enroll her child for 2019-20 School year in accordance to Article 19 of the CBA.

*Ms. Tsetsilas made a motion, seconded by Dr. Marion, to grant the enrollment request per Article 19. Discussion. Vote: 3-0.*

Mr. Petralia reviewed the request of a Rye Elementary staff person to be granted five additional sick days this school year, due to extenuating circumstances.

*Dr. Marion made a motion, seconded by Ms. Tsetsilas, to approve, with sympathy, this request. Discussion. Vote: 3-0.*

Mr. Petralia presented the list of support staff for the 2019-2020 school year and list of new wages taking affect July 1<sup>st</sup>.

Ms. Honda mentioned Ms. Lull received a request for filters on the Rye Elementary classroom sinks, which will be discussed at the next Board Meeting.

## **REPORTING COMMITTEES (1:47:23)**

### **Budget**

Dr. Marion sais the committee was pleased with the report and financial shape of the school board budget.

### **PTA**

Ms. Tsetsilas announced co-presidents are in place and the secretary position filled. Ms. Tsetsilas noted the upcoming Spring Soirée which combines the Mother Son Bowling and Father Daughter Dance and next month's PTA meeting is a Volunteer Thank You at Atlantic Grill. Ms. Tsetsilas mentioned the desire to invite the New Castle students to join the after-school enrichment programs next year.

### **Rye Recreation**

Ms. Tsetsilas asked that information on the Rye Recreation after school program be added to the open house at Rye Junior High.

### **Rye Education Foundation**

Ms. Honda reviewed approved grants – the Launching of an Environmental Club at Rye Elementary which is a project based environmental activism club, the Brown Center 3<sup>rd</sup> Grade Experience, the Lee Engram Forever Books, the Hurricane Island Educational Trip for Rye Junior High 6th Graders, the Story Core for 7th and 8th grade podcasts, and the funding to continue the Boogie board crafting program at Rye Junior High.

Dr. Marion asked about the need to travel so far for the students to experience environmental connection and why not local educational connections like Odiorne and Isles of Shoals verses the traveling to Hurricane Island. Ms. Soucy noted that the students are making local beach trips and the Hurricane Island trip connects to a unit that they are working on. Ms. Honda asked if some students could present on the experience. Ms. Killen explained how the students are collecting trash and using the data gathered from this in a variety ways -- in science, language arts and math. They are categorizing the type of trash collected, analyzing how this impacts sea life etc. The students will be working with scientists at Hurricane Island to further their scientific field studies. Additionally, they are tasked with coming up with possible solutions and developing marketing material to help create the change. It was noted that this experience may not be a yearly trip but that the teachers will be brining back their knowledge to the staff and be leveraged in years to come.

### **Portsmouth High School**

Ms. Honda noted the meeting was cancelled. Mr. Petralia noted that a couple of items moved to the Area Board Meeting. Ms. Tsetsilas asked who sits on Secondary Advisory and Area Boards. Mr. Petralia noted that he needed a more current list.

### **SAU Technology**

Ms. Tsetsilas mentioned she was invited to attend an upcoming meeting. Mr. Petralia explained that the sub-committee has completed the compliance work and will have an update at the June meeting.

### **Policies (1:59:19)**

Ms. Honda deferred policies due to Ms. Moynahan's absence.

### **Approval of Manifests (1:59:29)**



*Dr. Marion made a motion, seconded by Ms. Tsetsilas, to approve the Manifest Voucher dated April 11-19, 2019 in the amount \$272,914.82. Discussion. Vote: 3-0.*

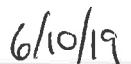
*Dr. Marion made a motion, seconded by Ms. Tsetsilas, to approve the Manifest Voucher dated April 20 – May 8, 2019 in the amount \$491,497.48. Discussion. Vote: 3-0.*

**ADJOURNMENT/NON-PUBLIC SESSION (2:01:49)**

*On a motion made by Dr. Marion, seconded by Ms. Tsetsilas, the Board entered non-public session at 7:03 p.m., in accordance with RSA 91-A:3, II (c). Vote: 3-0.*

*Respectfully Submitted,  
Samantha Panek  
May 20, 2019*

  
\_\_\_\_\_  
Paula Tsetsilas, Secretary

  
\_\_\_\_\_  
Date