

**EPPING SCHOOL BOARD MINUTES
EPPING TOWN HALL
JANUARY 5, 2012
7:00 PM**

I. CALL TO ORDER

Chairman Gregory Dodge called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

In attendance were Gregory Dodge (Chair), Susan Kimball (Vice Chair), David Mylott (Member), Jeffrey Harris (Member), Brian Reed (Member), Barbara Munsey (Superintendent), and Martha Williamson (Business Administrator).

George Kimball (Facilities Director) entered the room at 7:30 p.m. and sat in the audience.

II. SCHEDULED GUESTS

CLIFF CRAY – EMS FACILITIES REQUEST

Mr. Cray, Vice President of the Epping Fireman's Association, requested to use the middle school gym and cafeteria (no kitchen) on Saturday, March 10, 2012 from 6:00 a.m. to 6:30 p.m. for an EMS Leadership Seminar for approximately 80 attendees and to have the fee waived. (Note: Lisa Esposito and Larry Averill have confirmed that both spaces are available). It was determined that the firemen would be responsible for the clean-up so the only need was for someone to open and close the building and, as a member of the fire department, perhaps Dick Marcotte would agree to do that.

Member Harris motioned to approve the facilities request and to waive the fee; seconded by Member Mylott. Motion carried 5:0:0.

III. APPROVAL OF MINUTES

A. PUBLIC MINUTES FOR DECEMBER 15, 2011

Member Mylott made a motion to approve the public minutes of December 15, 2011 as amended (Paragraph 4 was amended to reflect that AD and Superintendent have permission to provide Applebee's with memorabilia and photos that do not include students and to request permission from parents for those which do include students); seconded by Member Reed. Motion carried 4:0:1 (Member Kimball abstained).

B. NON-PUBLIC MINUTES FOR DECEMBER 15, 2011

Member Mylott made a motion to approve the non-public minutes of December 15, 2011; seconded by Member Reed. Motion carried 4:0:1 (Member Kimball abstained).

IV. MANIFEST

A. PAYROLL

Member Kimball made a motion to approve Payroll Manifest #P-13 dated December 23, 2011 in the amount of \$418,294.12; seconded by Member Mylott. Motion carried 5:0:0.

Member Kimball made a motion to approve Payroll Manifest #P-14 dated January 6, 2012 in the amount of \$295,839.02; seconded by Member Mylott. Motion carried 5:0:0.

B. ACCOUNTS PAYABLE

Member Kimball made a motion to approve Accounts Payable Manifest #13 dated January 5, 2012 in the amount of \$304,257.12; seconded by Member Mylott. Motion carried 5:0:0.

Jeff Harris stated that he had a comment but wanted to wait for the financial portion of the agenda.

V. FINANCIAL BUSINESS

MARTHA WILLIAMSON – BUSINESS ADMINISTRATOR (SEE ATTACHED REPORT)

1. Warrant Articles

Martha stated that the Board intended to take another vote on whether or not to include Article 2 on the ballot which would allow for reconsideration via a special town meeting if Article 1, which is the Teachers' Agreement, is not approved.

Member Mylott recapped that a motion was made at the December 15, 2011 meeting to include Article 2 on the ballot. The vote resulted in a 2:2:0 tie, therefore the motion failed. He stated that, per procedure, only Members Harris or Reed could motion for reconsideration of the vote tonight as they were they were the two who voted against the motion originally.

Member Harris motioned to reconsider Article 2 regarding the special town meeting; seconded by Member Mylott.

When asked, Member Kimball, who was absent from the December 15th meeting, stated that she had read the minutes and was fully aware of the issue at hand. She also confirmed that the Board had discussed this at other meetings and work sessions prior to the December 15th meeting.

Chairman Dodge read the Article in its entirety and explained that, if passed, it would negate the necessity to go to the Superior Court to petition for a special town meeting. Superintendent Munsey stated this option was costly and it is unlikely that permission would be granted.

Chairman Dodge called for the vote on reconsideration. Motion carried 5:0:0.

Chairman Dodge stated that discussion regarding Article 2 could commence. Member Kimball stated that the Board had considered all the pros and cons during previous discussions and she could see both sides. She agreed that having the option to hold a special town meeting might create the perception that the Board could go back and "sharpen the pencil" to further reduce the costs involved with the Teachers' Agreement; however, having Article 2 on the ballot makes it a very easy process to hold a special meeting if need be. She hopes that won't be necessary and that, through adequate communication, voters will realize that an excellent package has been negotiated and that it will pass.

Member Harris stated that if the Teachers' Agreement fails, teachers will still continue working under the existing contract with the increase in health insurance, retirement, and any applicable taxes.

Member Reed stated that his opinion has not changed since the last meeting. As one of the negotiators, he doesn't support having Article 2 on the ballot as it gives a false sense of the Board being able to negotiate something better.

Member Harris also stated that his opinion has not changed. As the other negotiator, he feels strongly that this is an excellent contract and there is just nowhere else to go. Superintendent Munsey agreed. He felt that Article 2 would give false hope to anyone who thinks that there's something better.

Member Kimball said that because the two Board members who put the time and energy into negotiating the contract feel so strongly that Article 2 may sabotage Article 1, she felt obligated to support them.

Member Mylott stated that he was looking at it strictly from the legal side in that if something goes wrong, what happens then? From that perspective, he felt it alleviates a predicament. Member Harris disagreed.

Chairman Dodge motioned to include Article 2 on the warrant authorizing the School Board to call one special meeting at its option to address Article 1 if it fails; seconded by Member Mylott. Motion failed 2:3:0 with Members Dodge and Mylott voting in the affirmative and Members Harris, Reed, and Kimball voting against.

Chairman Dodge stated that for the police contract, they were required to provide the aggregate cost for the life of the contract in the warrant article and wondered why the School Board didn't need to do the same. Superintendent Munsey stated that they always use the recommended DOE language. She also stated that this teachers' contract is an unusual situation because \$175,000 will go to health insurance if the article is not approved. She felt the negative component would make it confusing for the voters; however, she would look into it and get back to the Board.

Member Harris stated that he recently spoke with George Kimball, Facilities Director, who is still under the impression that the school district will be assuming the responsibility of snow plowing as of January 1, 2013 but the town will still do the sanding and salting so his budget figure does not include that. Member Harris received confirmation from Business Administrator Williamson that no written documentation has been received stating responsibility with regard to plowing, sanding, or salting. If it becomes the school district's responsibility, the budget figure of \$35,000 is too low and will need to be increased.

Chairman Dodge stated that in his unique, newly-acquired position of Town Administrator, he felt it necessary to recuse himself from this discussion and turned it over to Vice Chair Kimball.

Member Harris stated that the school district needs to receive written documentation from the town clearly stating who is responsible for what and if private vehicles or town-owned vehicles will be used.

Member Reed asked for clarification as to where the town started and stopped plowing currently.

George Kimball came to the podium and explained that when the town plows, they go up Prospect Street and down either the middle or high school entrance. Regardless of whether the town or a town-hired contractor plows, the town still does all the sanding and salting. George also said that in conversations he has had with the Town Road Agent, he has stated that the town will continue to do the sanding and salting; the school district just needs someone to plow. George confirmed that if this is not the case, the budget figure will need to be increased.

Superintendent Munsey suggested that the Board direct Business Administrator Williamson to have a discussion with the Town Administrator with regard to this issue. Martha confirmed that she would do this and together they would draft a Memo of Understanding.

Chairman Dodge resumed presiding over the meeting.

After much discussion, it was decided that the Board would hold a posted public meeting on Saturday, January 14, 2012 at 8:30 a.m. at the Town Hall prior to the Public Hearing with the Budget Committee at 9:00 a.m. to discuss and vote on any petition warrant articles received by the January 10th deadline and any increase in the budget due to plowing/sanding/salting.

There was further debate regarding whether the School Board's budget figure or the Budget Committee's budget figure actually goes into the warrant article. Business Administrator Williamson and Superintendent Munsey both confirmed that if the numbers are different, it is the Budget Committee's figure that is placed into official ballot language.

Superintendent Munsey also stated that, by law, all petition warrant articles, collective bargaining agreements, and budgets must be submitted by the second Tuesday in January; therefore, no changes to the budget amount could take place after that date.

Member Harris motioned to have a special meeting on Monday, January 9, 2012 at 6:00 p.m. to discuss the plowing and anticipated petition warrant article; seconded by Member Mylott.

Chairman Dodge could not support holding a meeting for a warrant article that hasn't been received yet. Superintendent Munsey stated that waiting to vote on any petition warrant articles prior to the Public Hearing was the best way to do it.

Business Administrator Williamson doubted that she would have any additional information regarding the plowing/sanding/salting prior to the meeting Member Harris proposed on January 9th. She suggested leaving the budget number what it is now and move money around to cover any additional plowing expenses if need be.

Chairman Dodge called for the vote. Motion failed 1:4:0 with Member Harris voting in the affirmative and Members Dodge, Mylott, Reed, and Kimball voting against.

Superintendent Munsey clarified that along with the special meeting prior to the Public Hearing on Saturday, January 14th to recommend or not recommend any petition warrant articles that are received, the Board will also convene after the Public Hearing to vote on the budget if the number changes. At that time, Barbara and Martha will go to the SAU to revise the MS-27 forms and deliver them back to the Budget Committee for signatures.

2. Forecast

Business Administrator Williamson reported that the forecast for year-end is currently \$147,500 in unexpended funds due primarily to State changes in retirement rates, \$158,500 in excess revenues due to excess tuition, Medicaid reimbursement, and a one-time retirement revenue offset from the State. The estimated fund balance based on the above is currently \$306,000. She said it is important to note that we are less than halfway through the year, so these figures may change significantly before year-end.

She also explained that there is surplus money in the guidance and health lines because the new Guidance Counselor at the elementary school was hired for \$13,000 less than the previous one and the new Health Assistant at EES came in at a lower rate as well.

Member Harris brought up an issue that he noticed when reviewing the accounts payable manifest. The school district paid a teacher \$86 for communications work done at the school for ETV. Because there is a revolving fund made up of franchise fees negotiated between the town, school, and Comcast, he doesn't feel that the school district should be paying for school staff to do broadcast work out of the school budget. Member Harris went on to say that Attorney Kate Miller represented the town during the negotiations and recommended that Business Administrator Williamson contact the Town Administrator to speak to Kate Miller and find out if school has access to the franchise fees.

Chairman Dodge stated that the town approved \$23,000 to upgrade the school cameras and other equipment.

Member Harris motioned for Martha to contact the Town Administrator and request that he contact Kate Miller to find out where the school is with regard to the funds in this revolving fund; seconded for discussion by Member Kimball.

In Member Mylott's opinion, the school district has had a good working relationship with ETV in the past year and there was no need for the motion or to argue over \$86. Member Harris disagreed. He feels it is very important to establish where the SAU is with ETV and that the money coming into town should go to both the town and school.

Superintendent Munsey agreed that there has been confusion in the past with regard to ETV but the relationship is very good now. Phase One of the process has been completed. She proposed meeting with someone in town with authority to have a conversation about future expectations and what resources are available to make it happen, i.e. Phase Two.

Glen Fredericks from ETV came up from downstairs to the podium. He explained that the past ETV Director drafted a warrant article that was voted on in March and passed with overwhelming success. It stated that the funds coming into town via the Comcast agreement would be used exclusively for the maintenance and upgrade of ETV with no distinction between the school and town, which is why ETV has been willing to purchase new equipment for the school district and put it under their stewardship. He also confirmed that the order for new cameras was processed today.

Chairman Dodge called for the vote. ***Motion failed 1:4:0 with Member Harris voting in the affirmative and Members Dodge, Mylott, Reed, and Kimball voting against.***

Member Mylott stated that he does support Superintendent Munsey's suggestion to have a meeting with the proper people regarding where to go from here. ***The Board agreed by consensus.***

VI. FACILITIES

SCHEDULE EES FACILITIES MEETING

Superintendent Munsey stated that the intent to schedule this meeting has been on the outstanding items list and wondered how the Board wished to handle it. Chairman Dodge asked if there should be only Board representation or should the whole board be involved? Member Mylott felt that, at a minimum, there should be Board representation but it should be open to all if everyone wished to participate.

Chairman Dodge motioned to establish an EES Facilities Space Needs Committee and recommended that Dave Mylott chair the committee and to get members at his leisure to serve; seconded by Member Kimball. Motion carried 5:0:0.

It was decided that the first meeting will be held on Wednesday, January 18, 2012 at 6:00 p.m. at EES. All five members of the School Board indicated that they intended to attend so it will be posted. Also required to attend are Martha Williamson (Business Administrator), Mark Vallone (Principal), Cathy Zylinski (Special Services Director), and George Kimball (Facilities Director).

VII. TECHNOLOGY – None

VIII. POLICY (SEE ATTACHED SUPERINTENDENT’S REPORT)

Member Mylott confirmed that the revisions outlined at the last meeting have been made.

A. POLICY BB, BBAA, BEAB – SCHOOL BOARD – 3RD READING/APPROVAL

Member Mylott motioned to approve the above policies; seconded by Member Reed. Motion carried 5:0:0.

B. POLICY JEC – MANIFEST EDUCATIONAL HARDSHIP – 3RD READING/APPROVAL

Member Mylott motioned to approve the above policy; seconded by Member Reed. Motion carried 5:0:0.

C. POLICY KFA – PUBLIC CONDUCT ON SCHOOL PROPERTY – 3RD READING/APPROVAL

Member Mylott motioned to approve the above policy; seconded by Member Reed. Motion carried 5:0:0.

D. POLICY GEA – ATHLETIC TEAM COACHES – 2ND READING

E. POLICY JLCJ – CONCUSSIONS AND HEAD INJURIES – 2ND READING

F. POLICY JLCA – PHYSICAL EXAMINATIONS OF STUDENTS – 2ND READING

G. WELLNESS POLICY – REVIEW

Superintendent Munsey provided the following information with regard to a question that was previously raised about the wellness policy specific to fundraising:

Candy cannot be sold as a fundraiser during the school day per new regulations governing all foods and beverages sold or served to students including those available outside the school meals program. These guidelines cover vending machines, snack bars, school stores, concession stands on school grounds, school-sponsored fundraising activities, celebrations, and meetings during the school day.

In-depth history and details of the wellness policy are covered in the Superintendent’s Report (SEE ATTACHED). Superintendent Munsey stressed that the policy must be followed in all areas during the school day, but not outside of the school day. When the contracts with the school-sponsored and district-sponsored fundraising organizations are renewed next year, significant changes to the agreements will need to be made. She explained that this all came about because of the State

mandated Healthy, Hunger-Free Kids Act of 2010 which became effective in October 2010.

Member Kimball was concerned because she is the School Board representative to the Wellness Committee but was not informed of the previous meetings. Superintendent Munsey stated that they will be meeting again in January to make recommendations and revisions to the policy and she will be sure to notify Member Kimball.

Chairman Dodge asked Superintendent Munsey to look into the Food Service Policy specific to the elementary school with regard to consequences for students with outstanding food debt/balances. He thinks that minor changes (“may” to “shall”) may be in order.

IX. PERSONNEL – None

X. COMMENTS/OTHER

A. SCHOOL BOARD

Jeff Harris – None

Sue Kimball – None

Dave Mylott

Member Mylott requested that the Board be sent a copies of the petition warrant articles via e-mail should any be submitted. He also noted that some of the administrator reports are not current on the district website and requested that they be updated; also to add a section for the Professional Learning Coordinator’s report.

Brian Reed

Member Reed stated that he attended a middle school basketball game this afternoon. It was great to see the large turnout and great sportsmanship.

Greg Dodge – None

B. ADMINISTRATION (SEE ATTACHED SUPERINTENDENT’S REPORT)

1. Applebee’s Request

Superintendent Munsey reported Athletic Director Larry Averill has received a deadline extension from Applebee’s regarding the submission of team sports photographs to be displayed in the restaurant. At the advice of legal counsel, receiving parental permission is advisable.

2. Student Data Software

Per the results of a recent survey of teachers and administrators, the decision has been made to discontinue renewing the license for Performance TechPaths, a software package used to house curriculum. The District will, however, continue to renew the license for Performance Tracker and Assessment Builder which is used to create assessments, house student results, and analyze student assessment results from the state NECAP test, the national NWEA test, and other District assessments. This is the result of the NHDOE no longer being able to provide this software free of charge.

C. PUBLIC

George Kimball announced that the last School Board meeting did not make it onto Peg Central due to a glitch, but it is available now.

XI. NEXT MEETING TO BE SCHEDULED

- A. January 14, 2012 – Public Hearing at 9:00 a.m. at Town Hall
- B. January 19, 2012 – Regular Meeting at 7:00 p.m. at Town Hall

XII. NON-PUBLIC SESSION: RSA 91-A:3, II (a)

Chairman Dodge made a motion to go into non-public session in accordance with RSA 91-A:3 II (a) Personnel and (c) Adverse Reputation; seconded by Member Reed. Motion carried 5:0:0.

Roll call vote: Reed, Mylott, Dodge, Kimball, and Harris all voted Aye.

XIII. ADJOURNMENT TO NON-PUBLIC SESSION AT 8:43 P.M.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board

**EPPING SCHOOL BOARD
NON-PUBLIC MINUTES
JANUARY 5, 2012**

The non-public meeting of the Epping School Board was called to order at 8:50 p.m. immediately following the public meeting in the Epping Town Hall. In attendance were School Board Members Gregory Dodge, Susan Kimball, David Mylott, Jeffrey Harris, Brian Reed, and Superintendent Barbara Munsey.

The first order of business was to hear an appeal from the parents of a student who was accused of bullying another student. The parents presented their case, then exited the room while the Board deliberated. Superintendent Munsey answered questions from the Board and provided additional information. The parents were brought back before the Board where they were told that, although the Board agreed that the policies currently in place need to be revisited, they had decided to uphold the original decision of school administration; therefore, the student was expected to serve the consequences handed down from administrators.

Next, Superintendent Munsey brought forth a request from a parent who no longer lives in Epping to allow his/her child to finish his/her senior year at Epping High School and to waive tuition. The student has been in the school district since 5th grade. Superintendent Munsey reminded the family that transportation will not be provided and the student must follow all rules and regulations.

Finally, Superintendent Munsey apprised the Board of a recent incident regarding a teacher at the high school. She informed the Board that all required documentation is on file. No action was taken by the Board.

Chairman Dodge made a motion to exit non-public session; seconded by Member Mylott. Motion carried 5:0:0. Roll call vote: Reed, Mylott, Dodge, Kimball, and Harris all voted Aye.

The Board entered public session at 10:04 p.m.

Chairman Dodge made a motion to approve the parent request to allow their child to remain at Epping High School as proposed by Superintendent Munsey; second by Member Kimball. Motion carried 5:0:0.

Member Harris made a motion to adjourn, seconded by Member Reed. Motion carried 5:0:0.

The meeting adjourned at 10:06 p.m.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board