

**EPPING SCHOOL BOARD MINUTES
EPPING TOWN HALL
OCTOBER 6, 2011
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.

He announced that the Public Hearing which was scheduled for tonight will be held prior to the next regular meeting on October 20, 2011 so it can be properly posted.

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

II. SCHEDULED GUESTS**A. LARRY AVERILL – ATHLETIC DIRECTOR****1. Fall Sports Update**

Larry thanked the athletes and all who support them. He reported that 106 of 277 high school students and 51 of 214 middle school students participated in fall sports.

2. Winter Athletic Calendar

Larry stated that he has received a facilities request from Stephanie Arsenault for the Booster Club craft fair to be held in the middle school gym on Saturday, November 12, 2011. Larry requested a waiver that would allow for set-up of the craft fair on Friday evening.

Brian Reed motioned to allow Stephanie Arsenault to set-up for the craft fair on Friday evening, November 11th; seconded by Dave Mylott. Motion carried 5:0:0.

Larry presented proposed athletic calendars for November and December.

Sue Kimball motioned to accept the November athletic calendar as presented with the exception of no practices on November 24th or 25th; seconded by Brian Reed. Motion carried 5:0:0.

After much discussion, Jeff Harris recommended that review of the policy and/or prior meeting minutes pertaining to the athletic schedule be placed on the agenda for the next meeting.

Greg Dodge motioned to approve the December practice and game schedule as presented; seconded by Jeff Harris. Motion carried 5:0:0.

Dave Mylott was concerned about athletes being penalized if they miss practice on December 23rd by preventing them from participating in the Christmas tournament.

Dave Mylott motioned to direct the Athletic Director not to allow players of the boy's basketball team to be penalized if they miss the December 23rd practice; seconded by Jeff Harris. Motion carried 5:0:0.

III. APPROVAL OF MINUTES

A. PUBLIC MINUTES FOR SEPTEMBER 15, 2011

Brian Reed made a motion to approve the public minutes of September 15, 2011; seconded by Dave Mylott. Motion carried 5:0:0.

B. NON-PUBLIC MINUTES FOR SEPTEMBER 15, 2011

Jeff Harris made a motion to approve the non-public minutes of September 15, 2011; seconded by Dave Mylott. Motion carried 5:0:0.

IV. MANIFEST

A. PAYROLL

Sue Kimball made a motion to approve Payroll Manifest #P-7 dated September 30, 2011 in the amount of \$459,155.06; seconded by Dave Mylott. Motion carried 5:0:0.

B. ACCOUNTS PAYABLE

Sue Kimball made a motion to approve Accounts Payable Manifest #7 dated October 6, 2011 in the amount of \$366,517.72; seconded by Dave Mylott. Motion carried 5:0:0.

V. FINANCIAL BUSINESS

A. MARTHA WILLIAMSON – BUSINESS ADMINISTRATOR (SEE ATTACHED REPORT)

1. Forecast

Martha reported that the preliminary forecast for 2011-2012 predicts a balance of approximately \$275,200 at year-end. Refer to her report for full details.

2. Audit

Martha apprised the Board that the District audit is complete. There were no findings. She expects to receive the final report in two weeks. Jeff Harris requested that the auditors be asked to attend a meeting to provide a full report.

3. Fuel Oil Update

Martha stated that she recently spoke with Donna Buxton who reported that fuel oil prices continue to fall. Martha recommended not locking in at this time.

By consensus, the Board agreed to wait until the next meeting to see what the price is at that time.

VI. FACILITIES (SEE ATTACHED BUSINESS ADMINISTRATOR'S REPORT)

A. GEORGE KIMBALL – FACILITIES DIRECTOR

Initial discussion focused on confusion stemming from George's title of Facilities Supervisor vs. Director of Facilities.

By consensus, the Board agreed to change Mr. Kimball's official title from Facilities Supervisor to Director of Facilities with the understanding there would be no change in salary or responsibility.

1. Projects Update

George reviewed the summer projects list. He reported that the elementary school is now water tight and the athletic fields will be ready to use next year. There was skepticism from the Board about the condition of the fields; George reminded the board that he was given \$180,000 to do a \$1,000,000 project, but he was confident that the game field and practice field would be playable by next year.

2. Tree Removal Request

This agenda item was a continuation from the meeting on September 15, 2011. George provided additional details of the request made by one of the abutters to the SAU field to remove five trees on property owned by the school district. The request came after a tree fell during Hurricane Irene and damaged the abutter's fence. George confirmed that all of the remaining trees appear to be healthy and all lean in the direction of the field, not toward the abutter's property. He also stated that all but one of these trees provide shade along the sidelines of the field which is a benefit to the athletic teams who use the field. The one tree which is of no benefit is very tall and was the only tree that George felt was reasonable to take down. He stated that he would determine whether it would be safe for his crew to remove the tree or if a tree service would be need to be hired.

Sue Kimball motioned to remove the one very tall tree and leave the rest as is; seconded by Dave Mylott. Motion carried 5:0:0.

Superintendent Munsey noted that the property owner has also requested access to his property via the SAU field to repair the damage to his fence. ***The Board agreed by consensus.***

VII. TECHNOLOGY (SEE ATTACHED BUSINESS ADMINISTRATOR'S REPORT)

A. PETER GILLIGAN – TECHNOLOGY DIRECTOR

1. Staff Update and Request

For the purpose of providing additional technology support to the District, Pete requested that the 60% technology and 40% media center position be changed to 100% technology and utilize a support staff person in the high school for the 40% media center position. Martha confirmed that the funds could come from contracted services, but would basically be a wash due to the current position being budgeted at a teacher rate but hired at support staff rate. Pete stated that the part-time technology person who has been at the elementary school since August has been working out very well and is the person he would like to bring to full-time status.

Dave Mylott motioned to accept the proposal to increase the technology position to 100% and have a 40% position for a middle/high school media paraprofessional; seconded by Brian Reed. Motion carried 5:0:0.

2. Equipment and Training Update

Pete reported that all of the newly purchased assistive tech equipment is in place and all who use it have been trained. Every teacher received a new laptop this year. The District is utilizing a total of 22 Ipads and 60-70 Ipad Touches. Peter and his staff offer workshops on Professional Development days to meet training needs as identified by teachers, paraprofessionals, etc.

VIII. POLICY (SEE ATTACHED SUPERINTENDENT'S REPORT)

A. POLICY GCG – SUBSTITUTE STAFF – 3RD READING/APPROVAL

Superintendent Munsey recommended approval of this policy.

Sue Kimball motioned to approve Policy GCG; seconded by Brian Reed. Motion carried 5:0:0.

B. POLICY KCC – SCHOOL AND DISTRICT ORGANIZATIONS – 4TH READING/APPROVAL

Superintendent Munsey recommended approval of this policy.

Dave Mylott motioned to approve Policy KCC; seconded by Jeff Harris. Motion carried 5:0:0.

C. POLICY I – INSTRUCTION (3RD SUB-SET) – 1ST READING

1. IIC – INSTRUCTIONAL MODEL AND TIME SCHEDULE
2. IJ – INSTRUCTIONAL MATERIALS
3. IJK – SUPPLEMENTAL MATERIALS (MOVIES AND VIDEOS)
4. IJL – CLASSROOM AND SCHOOL LIBRARIES
5. IK – EARNING OF CREDIT
6. IKA – GRADING AND RECOGNITION SYSTEM
7. ICAA – INTERDISCIPLINARY CREDIT
8. IKAD – CHANGING STUDENT GRADES
9. IKB – HOMEWORK
10. IKC – GRADE REPORTING AND CLASS RANK FOR HIGH SCHOOL STUDENTS
11. IKCA – VALEDICTORIAN AND SALUTATORIAN
12. IKE – ADVANCED PLACEMENT AND RETENTION OF STUDENTS
13. IL – EVALUATION OF CURRICULAR PROGRAMS
14. ILBA – ASSESSMENT OF EDUCATIONAL PROGRAMS
15. ILBAA – HIGH SCHOOL COMPETENCY ASSESSMENTS
16. ILD – STUDENT QUESTIONNAIRES, SURVEYS, AND RESEARCH

- 17. IMAB – SCHOOL STAFF TEACHING THEIR OWN CHILDREN
- 18. IMAH – DAILY PHYSICAL ACTIVITY
- 19. IMBA – DISTANCE EDUCATION
- 20. IMBC – HIGH SCHOOL CREDIT OPTIONS
- 21. IMC – CONTROVERSIAL SPEAKERS AND PROGRAMS

D. POLICY JLIE & EEAGA – STUDENT DRIVERS/INSURANCE – REVIEW

In response to a question raised at a previous meeting, Superintendent Munsey reported that current policy does not require automobile insurance for students to drive to and/or from school or park in the lot. Requiring insurance would require a change in policy; however, she noted that NH motor vehicle laws do not require automobile insurance.

IX. PERSONNEL – None

X. COMMENTS/OTHER

A. SCHOOL BOARD

Jeff Harris – None

Dave Mylott

Dave confirmed that the reports of the Superintendent and Business Administrator are posted on the district website.

Brian Reed

Brian stated that he enjoyed the Homecoming festivities and noted that they were well attended.

Greg Dodge

Greg stated that he is particularly concerned about the budget this year. The town has gone with a flat budget and, in some cases, an “under flat” budget and the Chairman of the Budget Committee has requested that the school district do something similar.

Greg also asked for clarification regarding the stop order that was placed on the new furniture for the elementary school library. He received an e-mail confirming that the shelves and chairs were cancelled, but it was not possible to cancel the tables because they were custom made. Martha explained that most companies find it more efficient to make tables to customer specifications rather than keeping a large selection in stock. The tables that were ordered were already made so the manufacturer would charge the District whether we accepted them or not. Martha confirmed that donated chairs would be used rather than new ones.

Sue Kimball

Sue inquired about who was conducting teacher observations. Barbara replied that it depended on the classification of teacher being observed. The Principals, Director of Special Services, and Director of Professional Learning all participate in the process. Additionally, the Deans of Students from the middle school and high school are also being trained. Barbara added that the summative evaluations are done by the Principals with the exception of those considered district staff such as Speech and Language Pathologists, Occupational Therapists, and Nurses which are done by the Director of Special Services. She also stated that the Principals requested that the Director of Professional

Learning conduct the observations specifically for the Unified Arts teachers. Barbara offered to provide a document outlining the entire process prior to the next meeting.

B. ADMINISTRATION (SEE ATTACHED SUPERINTENDENT'S REPORT)

Superintendent Munsey reviewed the remaining items on her written report.

C. PUBLIC – None

XI. NEXT MEETING TO BE SCHEDULED

October 20, 2011 – Regular Meeting including a tour of the EES library at 6:30 p.m.

XII. NON-MEETING – TEACHER NEGOTIATIONS (immediately following regular meeting).

XIII. ADJOURNMENT

Dave Mylott motioned to adjourn; seconded by Brian Reed. Motion carried 5:0:0.

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board