

**EPPING SCHOOL BOARD MINUTES  
EPPING TOWN HALL  
MARCH 17, 2011  
7:00 PM**

**I. CALL TO ORDER**

Chairman Gregory Dodge wished everyone a Happy St. Patrick's Day and 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 (New Member), Barbara Munsey (Superintendent), Martha Williamson (Business Administrator), Mark Vallone (Elementary School Principal), and Kyle Repucci (Middle School and High School Principal).

In the audience were Shanna McTague and Andrea Meyer. Robin and Brendan O'Day came in later.

Greg Dodge thanked the voters for their confidence in re-electing him to the Board. Greg also offered congratulations to Brian Reed on his victory at the polls and welcomed him as the newly elected member of the Board.

**II. SCHEDULED GUESTS – (SEE ATTACHED BUSINESS ADMINISTRATOR'S REPORT)**

**A. LLEWELLYN WEAVER - EPPING RECREATION (FACILITIES USE AND FEE WAIVER)**

Mr. Weaver, AmeriCorps member of the Epping Recreation Department, requested the continued use of the middle school gym, as well as a waiver of fees, for adult volleyball on Sunday evenings from 7:00-9:00 p.m. from April 3-24, 2011. He confirmed that all participants are Epping residents.

*Jeff Harris made a motion to approve a waiver of the fees for the Recreation Commission for the purpose of volleyball for adult residents from the town of Epping on Sunday evenings from 7:00-9:00 p.m.; seconded by Sue Kimball.*

*Dave Mylott requested to include a stipulation to the motion that the Recreation Department will be responsible for the cleanliness of the facility since there will be no custodial services.*

*Jeff agreed to add the stipulation to the motion and also specified the cleaning of the bathrooms. For the purpose of the second, Sue also agreed to the new language. Motion carried 5:0:0.*

**B. PETER GILLIGAN (FACILITIES USE AND FEE WAIVER)**

Superintendent Munsey reported that Peter was not present as he withdrew his request.

**C. LARRY AVERILL – NH RENEGADES (FACILITIES USE AND FEE WAIVER)**

Mr. Averill, Athletic Director, requested the use of the high school gym one evening per week from March 9 through June, based on availability, for his AAU basketball team to practice. This is a seacoast team comprised of players from Eliot and York, Maine plus Epping (currently one) and Durham, NH. Larry would like to include the Epping gym in the rotation of practice locations.

*Dave Mylott motioned to approve a facility waiver for AAU Seacoast to use the high school gym one night per week based on availability; seconded by Brian Reed. Motion carried 5:0:0.*

*Sue Kimball motioned to waive the facilities fee for the AAU Seacoast basketball team one night per week; seconded by Brian Reed. Motion carried 3:2:0 with Greg Dodge and Dave Mylott voting Nay.*

### III. SCHOOL BOARD REORGANIZATION

#### A. OFFICERS

*Dave Mylott made a motion to nominate Greg Dodge as School Board Chairman; seconded by Sue Kimball. Motion carried 4:0:1 with Greg Dodge abstaining.*

*Dave Mylott made a motion to nominate Sue Kimball as School Board Vice Chairman; seconded by Greg Dodge. Motion carried 4:0:1 with Sue Kimball abstaining.*

*Greg Dodge made a motion to nominate Sue Kimball as School Board Secretary; seconded by Dave Mylott. Motion carried 4:0:1 with Sue Kimball abstaining.*

*Dave Mylott made a motion to nominate Greg Dodge as the primary and Jeff Harris as the back-up for Manifest Review; seconded by Sue Kimball. Motion carried 5:0:0.*

#### B. COMMITTEES

*Greg Dodge made a motion to nominate Jeff Harris as the primary and Brian Reed as the secondary Teacher Negotiations Representative; seconded by Dave Mylott. Motion carried 5:0:0.*

Jeff Harris requested to increase the size of the negotiating team and invite Shawn Patton, a former School Board member, to serve on it. Jeff and Shawn served on the Paraprofessional Negotiations Committee last year and Jeff feels that Shawn “brought a lot to the table.” After some discussion, it was decided that only current Board members should be involved with the negotiating process due to confidentiality issues.

*Greg Dodge made a motion to nominate Jeff Harris as the primary and Brian Reed as the secondary Paraprofessional Negotiations Representative; seconded by Dave Mylott. Motion carried 5:0:0.*

*Greg Dodge made a motion to nominate Jeff Harris as the Budget Committee Representative and Brian Reed as the alternate; seconded by Dave Mylott. Motion carried 5:0:0.*

*Greg Dodge made a motion to nominate Dave Mylott as the Communication/Website Committee Representative; seconded by Brian Reed. Motion carried 4:0:1 with Dave Mylott abstaining.*

*Greg Dodge made a motion to nominate Jeff Harris as the Emergency/Safety Committee Representative; seconded by Dave Mylott. Motion carried 5:0:0.*

*Dave Mylott made a motion to nominate Greg Dodge as the Facilities Committee Representative; seconded by Sue Kimball. Motion carried 4:0:1 with Greg Dodge abstaining.*

***Greg Dodge made a motion to nominate Dave Mylott as the NH School Board Association Representative; seconded by Sue Kimball. Motion carried 4:0:1 with Dave Mylott abstaining.***

***Dave Mylott made a motion to nominate Sue Kimball as the Professional Development Committee Representative; seconded by Jeff Harris. Motion carried 4:0:1 with Sue Kimball abstaining.***

***Dave Mylott made a motion to nominate Greg Dodge as the Board of Selectmen Representative; seconded by Sue Kimball. Motion carried 4:0:1 with Greg Dodge abstaining.***

***Jeff Harris made a motion to nominate Sue Kimball as the Seacoast School of Technology Representative; seconded by Greg Dodge. Motion carried 4:0:1 with Sue Kimball abstaining.***

***Greg Dodge made a motion to nominate Dave Mylott as the Technology Committee Representative; seconded by Sue Kimball. Motion carried 4:0:1 with Dave Mylott abstaining.***

***Greg Dodge made a motion to nominate Sue Kimball as the Wellness Committee Representative; seconded by Dave Mylott. Motion carried 4:0:1 with Sue Kimball abstaining.***

***Greg Dodge made a motion to nominate Jeff Harris as the Seacoast Learning Collaborative Representative; seconded by Dave Mylott. Motion carried 5:0:0.***

Chairman Dodge announced that the Board originally had a non-public session on the agenda for 6:30 p.m. but now all non-public, including other District business, has been moved to the end of the regular meeting.

C. ORIENTATION – (SEE ATTACHED SUPERINTENDENT’S REPORT)

IV. APPROVAL OF MINUTES

A. PUBLIC MINUTES FOR MARCH 3, 2011

***Jeff Harris made a motion to approve the public minutes of March 3, 2011; seconded by Greg Dodge. Motion carried 3:0:2 with Dave Mylott and Brian Reed abstaining.***

B. NON-PUBLIC MINUTES FOR MARCH 3, 2011

***Greg Dodge made a motion to approve the non-public minutes of March 3, 2011; seconded by Jeff Harris. Motion carried 3:0:2 with Dave Mylott and Brian Reed abstaining.***

V. MANIFEST

A. PAYROLL

***Dave Mylott made a motion to approve Payroll Manifest #P-19 dated March 18, 2011 in the amount of \$350,072.87; seconded by Jeff Harris. Motion carried 5:0:0.***

B. ACCOUNTS PAYABLE

***Sue Kimball made a motion to approve Accounts Payable Manifest #17 dated March 17, 2011 in the amount of \$139,433.82; seconded by Dave Mylott.***

Jeff Harris made the Board aware of two invoices that were received from the NH Department of Education in the amount of \$ .01 each. Given the administrative and material costs of these invoices, the Board expressed their displeasure. Martha Williamson explained that this was to reconcile Dept. of Ed. records in the transition from a manual to an on-line automated system. The District cut one check for \$ .02 to pay both invoices.

Jeff also referenced an invoice for new laptop computers and inquired where they were going. Martha explained that there were seven laptops that went to various staff who were due for upgrades based on the replacement plan. The five regular pc's went to the Alternative Learning Program to replace computers that weren't robust enough to handle the digital portfolios that are required by State regulations. Martha confirmed the computers do have serial numbers and that Peter Gilligan, Director of Technology, has added the new computers to the inventory appropriately.

Jeff also inquired about two invoices for the new middle school sign which will replace the one damaged in a storm this winter. Martha explained that one of them was for 50% of the actual sign and the other was for 50% of the new granite posts and that the District will be receiving all but \$1,000 back from insurance.

***Chairman Dodge called for a vote. Motion carried 5:0:0.***

C. MS-22 FOR DEFAULT BUDGET

Martha Williamson explained that this is the appropriations for the default budget, which includes the Paraprofessional agreement, as approved by the voters.

***Dave Mylott made a motion to approve the MS-22 for the default budget; seconded by Jeff Harris. Motion carried 5:0:0. The Board then signed the five copies.***

VI. ADMINISTRATOR REPORTS

A. KYLE REPUCCI – MIDDLE SCHOOL AND HIGH SCHOOL

Mr. Repucci reviewed and explained the items in his written report (SEE ATTACHED).

***Under the Community Service section it was agreed, by consensus, that Dave Mylott will be the School Board Representative to the future Community Service Action Research Team.***

Kyle explained that there was an oversight in procuring the appropriate level of hotel security for the France/Spain trip. It is customary to arrange for a security guard, dedicated to only our students, to be on duty every night from 11:00 p.m. to 5:00 a.m. for all overnight trips. Because of the high cost of the trip and the last-minute timing of the request, Kyle requested that the District pay for the additional hotel security at a cost of \$1,093. He is aware that this goes against School Board policy and assured the Board that this will not happen again as he will be revising the field trip protocol checklist to include this level of security.

***Greg Dodge motioned for the District to pay for the additional security for the France/Spain trip in the amount of \$1,093, a one-time cost, and to waive the policy regarding that for the trip; seconded by Dave Mylott. Motion carried 3:1:1 with Jeff Harris voting Nay and Brian Reed abstaining.***

Lastly, Kyle requested that he be allowed to trial a new, free, calendar application called Google Calendar® to try to reduce the amount of time and energy that is currently spent by Lisa Esposito (high school administrative assistant) and Larry Averill in approving and scheduling facility requests. The current process is very cumbersome and Kyle feels strongly that Google Calendar will streamline the process by allowing anyone wishing to submit a facility request to see what is actually available prior to making their request. The only thing required is for it to be linked directly to the District's website so everyone can view it; however, only Lisa and Larry will have the rights to access it to make changes. ***The Board approved this by consensus.***

B. MARK VALLONE – ELEMENTARY SCHOOL

Mr. Vallone reviewed and explained the items in his written report (SEE ATTACHED).

***By consensus, the Board gave Mark final approval for the mural, which is part of this year's Artist-In-Residence program, that will be painted on the east wall of the multi-purpose room. Mark confirmed that it will not interfere with acoustical panels should they need to be installed.***

C. BARBARA MUNSEY – 2011-2012 SCHOOL CALENDAR

(SEE ATTACHED SUPERINTENDENT'S REPORT)

Sue Kimball suggested that the Professional Development day on Friday, March 16, 2012 be moved to Voting Day on Tuesday, March 13, 2012. This would help to increase safety by eliminating car, bus, and foot traffic and make more parking available. This change was supported by the Board. Superintendent Munsey will submit this to the Commissioner of Education for her approval.

***Greg Dodge motioned to approve the school calendar pending changes discussed this evening; seconded by Brian Reed. Motion carried 5:0:0.***

VII. FACILITIES/FINANCE

A. VOTING RESULTS (PARA AGREEMENT, BUDGET AND NEWMARKET)

(SEE ATTACHED SUPERINTENDENT'S REPORT)

Superintendent Munsey reported that Epping's dropout rate is only 0.3% (a reduction of over 90%) which is well below the State average of 1.0% and is the lowest in the nation. She feels that the District is doing a wonderful job with alternative learning plans which is allowing students to earn their high school completion with either a diploma or GED.

There was lengthy discussion regarding what the approved default budget meant in comparison to the original proposed budget and/or the amended budget (from the Deliberative Session), especially with regard to staffing levels. It was decided that a budget work session was needed to discuss the various options so that was scheduled for March 23, 2011 at 6:00 p.m. at the SAU office. Chairman Dodge announced that the work session is open to the public.

Also on the agenda to discuss at the work session will be the ramifications of the Governor's budget which was released the week after Deliberative Session. Governor Lynch has proposed cuts which, if approved, will result in approximately \$500,000 of decreased revenues and increased expenses to the District.

Andrea Meyer came to the podium and thanked the Board for the work that they do and asked why the Home-to-School Coordinator position has already been cut prior to holding the work session? Chairman Dodge assured her that was a rumor and explained that this is the first time the Board has met since the day of elections so no decisions have been made or discussed as yet.

With regard to exploring a long-term tuition agreement with the Newmarket School District which was defeated at the polls by a vote of 422 to 534:

***Greg Dodge motioned to direct the Superintendent to send a letter to Newmarket saying that we are no longer interested in pursuing a long-term tuition agreement per the vote of the Town; seconded by Dave Mylott. Motion carried 5:0:0.***

**B. SAU BUILDING – (SEE ATTACHED SUPERINTENDENT’S REPORT)**

Barbara noted there is no urgency at this time to renovate the second floor so it is “on hold” for now. Neither the School District, Head Start or the Recreation Department currently have funds for renovations.

**C. STATE BUDGET AND MEETING WITH LEGISLATORS**

**(SEE ATTACHED SUPERINTENDENT’S REPORT)**

Superintendent Munsey reported that it has been difficult trying to schedule a meeting with the legislators due to their lack of availability or lack of response to her requests. The Board decided to put their questions and concerns in writing to see if they might receive a response that way. Greg requested that members prepare their questions and bring them to the work session on March 23.

**D. HEALTH RATES – (SEE ATTACHED BUSINESS ADMINISTRATOR’S REPORT)**

Martha Williamson reported that Local Government Center has provided the final rate for health insurance next year which is 1% lower than what was used in the budget. This results in a savings of approximately \$21,000.

**E. DRIVER’S EDUCATION – (SEE ATTACHED BUSINESS ADMINISTRATOR’S REPORT)**

Because the State has cut its \$150 per student contribution towards the cost of Driver’s Education effective immediately, Benson’s Driving School has increased its rates for non-Epping students from \$475 to \$625. They have given Epping a discounted rate of \$575 per student.

**F. PHONE PROPOSALS – (SEE ATTACHED BUSINESS ADMINISTRATOR’S REPORT)**

Martha explained the E-rate parameters and deadlines set by the FCC and the process for selecting a service provider and awarding a contract. For Epping, bids will be accepted through March 21, 2011 and the service provider must be notified and/or the contract awarded on March 22, 2011. The 40% savings will equal an estimated \$22,000 per year. Martha requested approval to accept the lowest bid. In the event the lowest bid is not the best bid, she will contact the Board for direction prior to accepting.

**Jeff Harris motioned to allow Martha to accept the low bid; seconded by Dave Mylott. Motion carried 5:0:0.**

**VIII. POLICY****A. DISTRIBUTION FOR FUTURE ACTION – (SEE ATTACHED SUPERINTENDENT’S REPORT)**

Barbara distributed copies of eight policies that require action annually and 16 policies that require annual review to be handled at a future meeting.

**IX. COMMENTS****A. SCHOOL BOARD****Jeff Harris**

N/A

**Sue Kimball**

Sue suggested that a few additional parking spaces be designated for visitors at the high school main entrance. There are currently only two and that never seems to be enough. Also, from what she observed on the day of elections, she suggested that a cut-out for handicap access be cut into the sidewalk in front of the high school entrance in addition to the one that is further down the sidewalk. Sue also reminded the Board that the annual evaluation of the Superintendent needs to be done. It was tentatively scheduled for the work session on March 23 if there is time; otherwise, it will be done at a later date.

**Dave Mylott**

Dave congratulated Brian for being elected and Greg for being re-elected to the Board and thanked all who ran for public office. He also re-emphasized that the work session on March 23, 2011 is open to the public if anyone is interested in attending. Dave also requested that another Tech Tour be set-up with the Director of Technology, Peter Gilligan, now that many of the upgrades are complete. The administration will check with Peter to see if April 7, 2011 at 6:00 p.m. will work.

**Brian Reed**

Brian thanked the voters for their support.

**Greg Dodge**

N/A

**B. ADMINISTRATION****Barbara Munsey**

N/A

**Martha Williamson**

N/A

**C. PUBLIC****Brendan O’Day**

Brendan O’Day, a senior at Epping High School, requested a revision to the senior privileges policy. He explained that seniors who have earned privileges are currently allowed to report to school late if they have a study hall first block or leave school early if they have a study hall during last block; however, if they have study hall during second and/or third block, they are not allowed to leave.

Brendan proposed that seniors with privileges be allowed to leave during any study hall block. He feels this would alleviate the boredom of study halls and would provide the students more opportunities to work or participate in other outside interests.

The Board thanked Brendan for coming before them to speak on this topic and agreed to look into changing the policy. Superintendent Munsey said she would schedule a meeting with Principal Repucci and report back to the Board.

Brendan's mother, Robin O'Day, inquired about the policy of students signing themselves out once they turn 18 years old. She stated there is nothing in the handbook that addresses this. Barbara replied that, although it is legal for 18 year old students to sign themselves out of school, she advocates for the District getting parental consent to do so. Superintendent Munsey will speak with Mr. Repucci regarding this issue as well.

#### **X. NEXT MEETING TO BE SCHEDULED**

March 23, 2011 – Public Work Session at 6:00 p.m. at the SAU office.  
April 7, 2011 – Regular Meeting

#### **XI. PERSONNEL**

SOFTBALL COACH – Larry Averill has recommended Courtney McFarland (middle school PE teacher) as the varsity softball coach for one year. Jon Benson, who has been the coach for the past several years, was consulted on this.

Sue Kimball inquired if the District is still posting open coaches positions. There was some confusion about this so Superintendent Munsey will look into it and report back to the Board.

*Sue Kimball motioned to confirm Courtney McFarland for the girl's varsity softball coach for one year; seconded by Jeff Harris. Motion carried 5:0:0.*

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

*Chairman Dodge made a motion to go into non-public session in accordance with RSA 91-A:3 II (a) Personnel, (c) Adverse Reputation, and (g) Security; seconded by Sue Kimball. Motion carried 5:0:0. Roll call vote: Reed, Mylott, Dodge, Kimball, and Harris all voted Aye.*

#### **XIII. ADJOURNMENT TO NON-PUBLIC SESSION AT 10:01 P.M.**

Respectfully submitted,

Susan H. Kimball  
Vice Chair/Secretary  
Epping School Board

**EPPING SCHOOL BOARD  
NON-PUBLIC MINUTES  
MARCH 17, 2011**

The non-public meeting of the Epping School Board was called to order at 10:05 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, Superintendent Barbara Munsey, and Business Administrator Martha Williamson.

Superintendent Munsey distributed a packet from the firm of Soule, Leslie, Kidder, Sayward & Loughman. The Board had a brief discussion. No decisions were made.

Superintendent Munsey distributed information compiled in response to the Governor's budget which included possible areas, including personnel, where the school district could consider making cuts. There was discussion, but no decisions were made.

Superintendent Munsey distributed a list of potential personnel non-renewals for the 2011-2012 school year. The Board did a preliminary review of the list. Superintendent Munsey apprised them of information the Board requested and reminded the Board that the deadline for notification is April 15, 2011. No decisions were made.

Superintendent Munsey apprised the Board of a security issue. The Board took it under advisement.

Superintendent Munsey and Business Administrator Williamson exited the meeting at 10:50 p.m.

The Board held an exit interview with Robin O'Day who recently left the district.

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

***Sue Kimball motioned to adjourn, seconded by Jeff Harris. Motion carried 5:0:0.***

The meeting adjourned at 11:42 p.m.

Respectfully submitted,

Susan H. Kimball  
Vice Chair/Secretary  
Epping School Board