

**EPPING SCHOOL BOARD
TECHNOLOGY TOUR MINUTES
APRIL 7, 2011**

The School Board met at 6:00 p.m. at the high school to start a tour of the facilities with regard to the technology upgrades and improvements that have taken place since the last technology tour on November 9, 2010. In attendance were School Board Members Gregory Dodge, David Mylott, Jeffrey Harris, and Brian Reed, Technology Director Peter Gilligan, Superintendent Barbara Munsey, and Business Administrator Martha Williamson.

Member Susan Kimball joined the group at 6:25 p.m.

Peter guided the group through the areas in both the high school and elementary school where major infrastructure upgrades have been completed and into the computer labs to see the improvements that have taken place there. He provided thorough explanations about the work and the technology program in general and answered questions posed by the group.

The tour concluded at 6:45 p.m. and the group reconvened at the Town Hall for the regular meeting.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board

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

I. CALL TO ORDER

Chairman Gregory Dodge called the meeting to order at 7:02 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).

II. SCHEDULED GUESTS

BARBARA MUNSEY/DISTRICT SCIENCE CURRICULUM COMMITTEE

Superintendent Munsey reported that the committee requested to be rescheduled for the next meeting on April 21, 2011.

III. APPROVAL OF MINUTES**A. PUBLIC MINUTES FOR MARCH 17, 2011**

Dave Mylott made a motion to approve the public minutes of March 17, 2011; seconded by Brian Reed. Motion carried 5:0:0.

B. NON-PUBLIC MINUTES FOR MARCH 17, 2011

Brian Reed made a motion to approve the non-public minutes of March 17, 2011; seconded by Dave Mylott. Motion carried 5:0:0.

C. PUBLIC MINUTES FOR WORK SESSION ON MARCH 23, 2011

Sue Kimball made a motion to approve the public minutes for the work session on March 23, 2011; seconded by Dave Mylott. Motion carried 5:0:0.

IV. MANIFEST**A. PAYROLL**

Sue Kimball made a motion to approve Payroll Manifest #P-20 dated April 1, 2011 in the amount of \$326,202.55; seconded by Dave Mylott. Motion carried 5:0:0.

B. ACCOUNTS PAYABLE

Sue Kimball made a motion to approve Accounts Payable Manifest #18 dated April 7, 2011 in the amount of \$344,129.07; seconded by Dave Mylott. Motion carried 5:0:0.

V. FINANCIAL BUSINESS (SEE ATTACHED BUSINESS ADMINISTRATOR'S REPORT)

A. REVISED BUDGET BOOK

Martha Williamson provided copies of the revised budget pages for each of the budget books.

B. PROPERTY LIABILITY/WORKERS COMP/UNEMPLOYMENT COMP INSURANCE

Martha reported that the Epping School District is in its third year of a three-year agreement with Local Government Center (LGC) for property liability and workers compensation insurance. (She noted that the unemployment compensation insurance doesn't expire until the end of the year so there's no need to discuss tonight). Two companies, LGC and Primex submitted proposals for the next three year cycle, with Primex coming in with a significantly lower rate than LGC.

*Dave Mylott motioned to go with Primex for the workers comp and unemployment insurance; seconded by Jeff Harris. Motion carried 5:0:0. **This needs to be corrected at our next meeting.***

C. MEDICAID AGREEMENT

Martha reported that the District is in its third year of a three-year agreement with MSB for provision of Medicaid filing services. Considering that revenues have gone up consistently each year since the District initially entered into an agreement with MSB in 2007, and that their fees are percentage-based, she recommended that the District retain MSB for another three-year agreement.

Dave Mylott motioned to renew the contract with MSB for the Medicaid agreement; seconded by Jeff Harris. Motion carried 5:0:0.

D. PHONE AND INTERNET SERVICE E-RATE UPDATE

Martha reported that the District's phone service, internet lines, and cell phones all qualified for e-rate discounts and has been approved for up to \$13,500 in discounts on these services, dependent on billed amounts next year.

E. PARAPROFESSIONAL AGREEMENT

Superintendent Munsey reported that the paraprofessional agreement has been reviewed by both negotiation teams, has been signed by the President of the Paraprofessional Union, and is ready for Board signature.

As one of the Board representatives of the negotiation team, Jeff Harris motioned for Chairman Dodge to sign the paraprofessional agreement on behalf of the School Board; seconded by Dave Mylott. Motion carried 5:0:0.

F. COPIERS

Martha reported that the District has leases with Conway Copiers on four copiers that are expiring this year. The Conway Copier representative has offered the same discounts that the District currently receives and would like to see the District stay with them rather than go out to bid. She confirmed that Conway does provide excellent service and the District has a good rapport with them; however, based on School Board policy, she predicted that the Board would probably opt to go out to bid.

After some discussion, the Board felt that going out to bid was the proper thing to do.

*Jeff Harris motioned to put the copier leases out to bid; seconded by Dave Mylott.
Motioned carried 5:0:0.*

VI. FACILITIES – None

VII. POLICY (SEE ATTACHED SUPERINTENDENT’S REPORT)

A. LEGISLATIVE LETTER (SEE ATTACHED)

As directed by the Board at a previous meeting, Superintendent Munsey drafted a letter to State Representatives Jason Antosz, Timothy Comerford, Daniel Itse, and Senator Amanda Merrill regarding concerns over the State budget and other legislative bills presently being considered.

*After reviewing and discussing the letter, Brian Reed made a motion to accept the letter that Superintendent Munsey wrote and to send it to our Legislators; seconded by Dave Mylott.
Motion carried 5:0:0.*

B. 1ST READING OF THE FOLLOWING POLICIES:

1. BEA – SCHOOL BOARD MEETINGS
2. ECAF – AUDIO AND VIDEO SURVEILLANCE OF SCHOOL BUSES
3. EEA – STUDENT TRANSPORTATION SERVICES
4. EEAA – VIDEO SURVEILLANCE ON SCHOOL PROPERTY
5. EEAE – SCHOOL BUS PROGRAM
6. GBCD – BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK
7. GCC – PROFESSIONAL LEAVE
8. GDB – SUPPORT STAFF RESPONSIBILITIES
9. JFAB – ADMISSION OF NON-RESIDENT STUDENTS (AND TUITION)
10. JG – ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS
11. JICDD – STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS
12. JJJ – NEW POLICY REGARDING STUDENT EMPLOYMENT ELIGIBILITY
13. JKA – CORPORAL PUNISHMENT
14. JKAA – USE OF PHYSICAL RESTRAINT
15. JLCA – PHYSICAL EXAMINATIONS OF STUDENTS
16. KF-R – REGULATIONS FOR USE OF SCHOOL FACILITIES

VIII. COMMENTS/OTHER**A. SCHOOL BOARD****Jeff Harris**

Jeff thanked Peter Gilligan, Technology Director, for providing the Board with the Technology Tour prior to the start of the meeting tonight.

Dave Mylott

Dave thanked Peter for the tour and the recent technology improvements that have been made in a short period of time overcoming many obstacles. He also stated that the athletic calendar is difficult to find using the link on the District website and suggested that improvements be made to make it more user-friendly. Martha will work on that.

Brian Reed

Brian also thanked Peter for his time tonight.

Greg Dodge

Greg offered his thanks to the technology team. He also asked Superintendent Munsey if there was any further news regarding the Governor's budget. Barbara replied that the House has fully funded school building aid and catastrophic aid at its present level. Greg also stated that, if there were no objections, he would like to invite the principals to join the Board at the table during meetings rather than have them stand at the podium. The other Board members agreed.

Sue Kimball

Sue issued a reminder that the Board still needs to complete the evaluation of the Superintendent. She also asked if the proposed change to the 2011-2012 school calendar (moving the Professional Development day from Friday, March 16 to Tuesday, March 13 so school could be closed on voting day) that was discussed at the March 17, 2011 meeting had been made. Barbara confirmed the change. Sue will make suggestions for the "no athletics/no activities" days and bring them back to the Board for approval. Lastly, Sue read an e-mail she received from Robin O'Day (**SEE ATTACHED**) requesting permission for Larry Averill (Athletic Director) to donate some of the old, mismatched athletic uniform shirts that are taking up storage space in the schools to Project Graduation. The annual Project Graduation basketball fundraiser will be held this Saturday evening, April 9th, and Robin would like to throw some old uniform shirts into the audience for the kids to enjoy and to promote school spirit. She might also make some of the pieces available for sale if anyone is interested in purchasing them.

Sue Kimball made a motion to approve for Larry Averill to determine which uniforms are no longer being used and to donate them to Project Graduation to use as they see fit; seconded by Dave Mylott. Motion carried 5:0:0.

B. ADMINISTRATION

Barbara Munsey – None

Martha Williamson – None

C. PUBLIC – None

IX. NEXT MEETING TO BE SCHEDULED

April 21, 2011 – Regular Meeting

X. PERSONNEL

A. RETIREMENT

Superintendent Munsey announced that Sandra Landis, elementary school teacher, is retiring after 27 years in the District.

Barbara announced that Deanna Mayne is also retiring, but will continue to hold a part-time math position at the elementary school.

B. RESIGNATION

Superintendent Munsey announced that Monica Squires, 8th grade Social Studies teacher, has submitted her resignation effective the last staff day of school.

Greg Dodge motioned to accept the resignation and retirements with regrets and thanks; seconded by Brian Reed. Motion carried 5:0:0.

XI. 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 to reconvene in public session for the purpose of voting; seconded by Sue Kimball. Motion carried 5:0:0. Roll call vote: Reed, Mylott, Dodge, Kimball, and Harris all voted Aye.

XII. ADJOURNMENT TO NON-PUBLIC SESSION AT 7:43 P.M.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board

**EPPING SCHOOL BOARD
NON-PUBLIC MINUTES
APRIL 7, 2011**

The non-public meeting of the Epping School Board was called to order at 7:48 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.

Superintendent Munsey apprised the Board of a parent request to allow two sons to finish this school year in Epping even though the family is now residing in Newton. The Board had a brief discussion and will take a vote in public session.

Superintendent Munsey apprised the Board of the first bullying incident for the District which occurred at the middle school. A full report has been filed.

Superintendent Munsey distributed the final list of staff for the 2011-2012 school year which included nominations (rehires), retirements, and recommended non-renewals for the 2011-2012 school year. There was discussion and explanation of each affected employee. Superintendent Munsey reminded the Board that the deadline for notification is April 15, 2011 so final decisions must be made tonight.

Superintendent Munsey apprised the Board of staff who are currently on improvement plans.

The Board apprised Superintendent Munsey of the information they received from Robin O'Day during her exit interview on March 17, 2011. The Board directed Superintendent Munsey to perform a full personnel investigation and report back to them.

**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.**

The Board entered public session at 9:15 p.m.

**Greg Dodge motioned to approve the parent request as proposed by Superintendent Munsey;
seconded by Brian Reed. Motion carried 5:0:0.**

**Greg Dodge motioned to approve the nomination and non-renewal list as presented; seconded by
Dave Mylott. Motion carried 5:0:0.**

Greg Dodge motioned to adjourn, seconded by Sue Kimball. Motion carried 5:0:0.

The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board