

**EPPING SCHOOL BOARD MINUTES
EPPING TOWN HALL
JULY 21, 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.

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 - None

Chairman Dodge announced that the topic about to be discussed pertained to Section VII, Item (F) on the agenda.

Pam Tibbetts was in attendance as an unscheduled guest to request that the Board reconsider a prior decision to not allow charter school students to attend the Seacoast School of Technology (SST). She explained that her son attends Great Bay eLearning Charter School (GBeCS), was also enrolled in the Health Sciences program at SST last year, and wanted to be able to continue his studies at SST again this year.

However, she stated that in speaking with Superintendent Munsey prior to the start of the meeting, she learned that a provision was put in place which will make it possible for charter school students to attend SST this year and she was very grateful for that.

Superintendent Munsey explained that in response to legislation not happening in a timely manner, the SST Governing Board decided to put a one-year transition plan in place by accepting the State reimbursement amount and allowing local school districts to decide whether or not they were willing to pay the difference in the cost of tuition.

III. APPROVAL OF MINUTES

A. PUBLIC MINUTES FOR JUNE 16, 2011

Brian Reed made a motion to approve the public minutes of June 16, 2011; seconded by Dave Mylott. Motion carried 5:0:0.

B. NON-PUBLIC MINUTES FOR JUNE 16, 2011

Brian Reed made a motion to approve the non-public minutes of June 16, 2011; seconded by Dave Mylott. Motion carried 5:0:0.

C. PUBLIC MINUTES FOR JULY 7, 2011

Brian Reed made a motion to approve the public minutes of July 7, 2011; seconded by Jeff Harris. Motion carried 3:0:2 with Greg Dodge and Dave Mylott abstaining.

IV. MANIFEST**A. PAYROLL**

Sue Kimball made a motion to approve Payroll Manifest #P-2 dated July 22, 2011 in the amount of \$114,235.00; seconded by Dave Mylott. Motion carried 5:0:0.

B. ACCOUNTS PAYABLE

Sue Kimball made a motion to approve Accounts Payable Manifest #2 dated July 21, 2011 in the amount of \$178,914.88; seconded by Dave Mylott. Motion carried 5:0:0.

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

Year-End Report: Martha informed the Board that payable and receivable are still being received so the year-end report will not be available until the August 4th meeting.

NHRS Update: Martha apprised the Board on the significant changes recently adopted by the New Hampshire Retirement System which have impacted costs to school districts and their employees. Refer to the Business Administrator's report for full details.

ERRP Reimbursement: Martha reported that the District enrolled in the federal Early Retirement Reinsurance Program last year, which is part of the stimulus package that reimburses for some of the cost associated with health insurance of early retirees. The District has received notice of approval of \$3,405.08 for 2009-2010 and \$3,145.05 for 2010-2011.

New SAU Phones: The SAU is now equipped with a new Voice-Over-Internet Protocol (VoIP) phone system.

B. BARBARA MUNSEY – SUPERINTENDENT (SEE ATTACHED REPORT)

School District Plan for 2011-2012: Barbara explained the District's model of *21st Century Student Outcomes for College, Career and Life Ready Students*.

School Approval: The District has received the NHDOE Commissioner's Public School Approval Designation Report. All schools have been approved, meeting all standards. The approval status of EES and EMS will expire on June 30, 2012; EHS will expire on June 30, 2015.

VI. FACILITIES (SEE ATTACHED BUSINESS ADMINISTRATOR'S REPORT)**A. PROJECTS STATUS**

Martha Williamson reported that several of the facility projects have been completed including the SAU façade, foundation, and chimneys. The work on the exterior walls of the high school and elementary school has begun. Both fields (playing and practice) are scheduled to be ready this fall.

Jeff Harris asked if there would be an issue with getting the exterior wall project completed prior to the start of school since the Board was told that the contractors needed to get an early start. Martha said she would check into that and follow up.

VII. POLICY (SEE ATTACHED SUPERINTENDENT'S REPORT)

- A. POLICY "I" SECTION & EBBD – INDOOR AIR QUALITY – 3RD READING/APPROVAL
1. IB – ACADEMIC FREEDOM
 2. IF – INSTRUCTIONAL APPROACH AND NEEDS OF STUDENTS WITH DIFFERENT TALENTS
 3. IFA – STUDENT LEARNING PLANS FOR ACADEMIC ACHIEVEMENT, POST-SECONDARY EDUCATIONAL OPPORTUNITIES, AND CAREER DEVELOPMENT
 4. IFB – POST-SECONDARY STUDENT GUIDANCE SERVICES
 5. IHAE – PHYSICAL EDUCATION REQUIREMENT & EXEMPTION
 6. IHAH – WORLD LANGUAGE PROGRAM
 7. IHAL – TEACHING ABOUT RELIGION
 8. IHAM – HEALTH EDUCATION REQUIREMENT AND EXEMPTION
 9. IHBA – PROGRAMS FOR CHILDREN WITH DISABILITIES
 10. IHBH – EXTENDED LEARNING OPPORTUNITIES
 11. IHBI – ALTERNATIVE LEARNING PLANS
 12. IHCA – SUMMER ACTIVITIES
 13. IHCD – ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES
 14. IIB – CLASS SIZE
 15. IMG – ANIMALS IN SCHOOL AND ON SCHOOL GROUNDS
 16. IMGA – SERVICE ANIMALS
 17. EBBD – INDOOR AIR QUALITY

No further revisions were made.

Sue Kimball motioned to approve the above policies; seconded by Brian Reed. Motion carried 5:0:0.

- B. POLICY EF – FOOD SERVICE MANAGEMENT – 1ST READING

Roni Bush, Food Service Supervisor, was present and joined the Board at the table. Superintendent Munsey reviewed a first draft of policy revisions based on the discussion at the last meeting. The Board was not in agreement with many of the revisions so further debate ensued with regard to charging limits, notification methods and timing, alternative meals, etc. The Board was disgruntled that a substantial amount of unpaid lunch debt still remains from the 2010-2011 school year, with some of it attributable to school staff. The Board was in agreement that the elementary school needed to be handled differently than the middle and high schools.

Jeff Harris made a motion not to allow any charging for middle school or high school students or any staff; seconded by Greg Dodge. Motion carried 3:2:0 (Nay votes from Dave Mylott and Brian Reed).

C. POLICIES G-GINA (Genetic Information Nondiscrimination Act) – 1ST READING

Title II of the Genetic Information Non-discrimination Act (GINA) of 2008 prohibits the District from requesting or requiring genetic information of employees or their family members.

The following policies have been revised to reference GINA:

1. GBA – EQUAL OPPORTUNITY EMPLOYMENT
2. GBA-FORM – DISCRIMINATION AND/OR HARASSMENT REPORT
3. GBCBC – FAMILY LEAVE MEDICAL ACT
4. GBGA – STAFF HEALTH
5. AC – NON-DISCRIMINATION

D. NHSBA RECOMMENDATIONS FOR POLICY CHANGES

The New Hampshire School Boards Association released recommendations for policy changes. No significant changes were made with the exception of the following policies:

1. KFA – Public Conduct on School Property/Assaults
2. BBAA – School Board Member Authority
3. BBAB – Roles and Duties of the Board Chairperson

Superintendent Munsey stated that the Board can review and decide whether to keep what is already in place or replace with recommendations from NHSBA. No action needed tonight.

E. POLICY “I” SECTION – INSTRUCTION – DISTRIBUTION

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. IKAA – 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

F. SST BUS AND CHARTER SCHOOL STUDENTS

The charter school student issue was previously discussed under Section II of the agenda.

As to the SST bus request, the District has received a request from another charter school (GBeCS) student who would like to ride the SST bus back to EHS every day. Superintendent Munsey will research previous meeting minutes to see how this has been handled in the past.

G. POLICY GCG – PART-TIME/SUBSTITUTE TEACHER & SUPPORT STAFF EMPLOYMENT-DISTRIBUTION

The Business Administrator requested that the substitute policy be clarified to include substitute rate of pay for paraprofessionals, school office staff, custodial staff, and food service staff.

VIII. COMMENTS/OTHER (SEE ATTACHED SUPERINTENDENT’S REPORT)

A. SCHOOL BOARD

Jeff Harris

In reference to an e-mail Barbara received from the Fire Chief regarding using the school as an emergency shelter, Jeff is concerned about not having generators.

Jeff Harris motioned to ask George Kimball to seek out bids for a generator that would be capable of powering the EMS gym, locker room, and cafeteria; seconded by Sue Kimball. Motion carried 4:1:0 (Nay from Dave Mylott).

Dave Mylott

Dave stated he is very concerned with the decision that was made tonight regarding food policy. In essence, the decision means that “if a 12-year-old sixth grader comes to school without lunch money because the parents were in a rush and forgot, that child is going all day without eating.”

Dave also said he is very impressed with the work done on the SAU building this summer and with the excellent job the facilities staff has done to prepare the schools for opening day.

Also, the Community Service Action Committee has met and plans to have an item on the agenda at one of the next two school board meetings (whichever is most convenient).

Brian Reed

Brian stated that he enjoyed seeing all the staff at the end-of-year barbeque and confirmed the meeting schedule for August.

Greg Dodge

On behalf of the Board, Greg offered condolences to the Lavigne family on the passing of Donny, husband of Brenda Lavigne in food service. He also congratulated Dave Mylott on being a new grandfather.

Sue Kimball

Sue stated that she attended the Athletic Advisory Committee meeting earlier this week and had the opportunity to review the 2011-2012 athletic calendar with Larry Averill (Athletic Director) with regard to the no game/no practice holiday weekends. Barbara suggested discussing it at the Board level at the next meeting when all the handbooks will be reviewed and all of the administrators will be present.

Sue also suggested that a document be created where a list of motions and decisions by consensus can be kept for easy reference. As the Board secretary, she also offered to start and maintain the list and said it can be discontinued at any time if it's not deemed to be helpful. Everyone agreed.

B. ADMINISTRATION – None

C. PUBLIC – None

IX. NEXT MEETING TO BE SCHEDULED

August 4, 2011 – Regular Meeting (All handbooks will be reviewed and discussed)

X. PERSONNEL**A. RESIGNATION**

Superintendent Munsey announced that Meaghan Beaulieu (EES Guidance Counselor) has submitted her resignation effective July 1, 2011.

Sue Kimball motioned to accept Meaghan Beaulieu's resignation with regrets; seconded by Brian Reed. Motion carried 5:0:0.

B. NOMINATIONS

Superintendent Munsey nominated the following personnel for the 2011-2012 school year:

1. Carrie Boelter for EES Grade 1 Teacher
2. Emily Tansey for Cross Country Coach

Chairman Dodge requested the salary of the Grade 1 Teacher; Barbara stated it is \$43,321. Chairman Dodge provided the salary of the Cross Country Coach, which is \$2,044.

Greg Dodge motioned to accept the nominations as outlined by Barbara; seconded by Dave Mylott. Motion carried 5:0:0.

Superintendent Munsey stated that the following positions are still open:

1. EES Guidance Counselor
2. EES 40% Computer Teacher (anticipated opening)
3. EHS Dean of Students (anticipated opening)

C. INTENT TO BARGAIN

The teacher's union has notified the District of their intent to bargain per RSA 273-A:3 and has requested a date for the first negotiating session.

D. SICK LEAVE BANK UPDATE

Due to only receiving one response to a survey of eligible support staff, it was concluded that there is not sufficient interest to pursue the support staff sick leave bank.

E. DEAN OF STUDENTS HIRING COMMITTEE (NOT ON AGENDA)

Barbara confirmed that a committee will be formed relatively quickly to hire a new EHS Dean of Students, using the same process as in the past. Sue Kimball agreed to be the School Board representative on the committee.

XI. ADJOURNMENT

Dave Mylott motioned to adjourn; seconded by Jeff Harris. Motion carried 5:0:0.

Meeting adjourned t 8:53 p.m.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board