

**EPPING SCHOOL BOARD MINUTES
EPPING TOWN HALL
AUGUST 18, 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), Mark Vallone (Elementary School Principal), and Lyn Healy (Director of Professional Learning).

In the audience were the scheduled guests.

II. SCHEDULED GUESTS

A. BOY SCOUTS (PROJECTS) – They requested to reschedule at a later date.

B. LYN HEALY – DISTRICT EDUCATIONAL FRAMEWORKS

1. Curriculum, Instruction & Assessment Frameworks:

- a. Curriculum
- b. Instruction
- c. Assessment

2. Teacher Frameworks:

- a. Job Description
- b. Evaluation System
- c. New Teacher Program

It is important to note that an extensive amount of work was done on these District Educational Frameworks by the District Leadership Team throughout the summer.

SEE ATTACHED DIRECTOR OF PROFESSIONAL LEARNING AND SUPERINTENDENT’S REPORTS FOR COMPLETE DETAILS OF THESE FRAMEWORKS AND THE POLICIES THAT CORRELATE WITH THEM.

III. APPROVAL OF MINUTES

A. PUBLIC MINUTES FOR JULY 21, 2011

Greg Dodge made a motion to table the public minutes of July 21, 2011; seconded by Sue Kimball. Motion carried 5:0:0.

B. NON-PUBLIC MINUTES FOR JULY 21, 2011

Greg Dodge made a motion to table the non-public minutes of July 21, 2011; seconded by Sue Kimball. Motion carried 5:0:0.

C. PUBLIC MINUTES FOR AUGUST 4, 2011

Brian Reed made a motion to approve the public minutes of August 4, 2011; seconded by Jeff Harris. Motion carried 4:0:1 with Dave Mylott abstaining.

D. NON-PUBLIC MINUTES FOR AUGUST 4, 2011

Brian Reed made a motion to approve the non-public minutes of August 4, 2011; seconded by Jeff Harris. Motion carried 4:0:1 with Dave Mylott abstaining.

IV. MANIFEST

A. PAYROLL

Sue Kimball made a motion to approve Payroll Manifest #P-4 dated August 19, 2011 in the amount of \$97,064.55; seconded by Dave Mylott. Motion carried 5:0:0.

B. ACCOUNTS PAYABLE

Sue Kimball made a motion to approve Accounts Payable Manifest #4 dated August 17, 2011 in the amount of \$164,714.68; seconded by Dave Mylott. Motion carried 5:0:0.

V. FINANCIAL BUSINESS

The Board reviewed Martha Williamson's written report and the Superintendent's report (SEE ATTACHED).

Retirement rates have changed once again resulting in further reductions. Teacher rates dropped from 13.95% to 11.30% and rates for other employees dropped from 11.09% to 8.80%. This equates to approximately \$172,000 in freed-up appropriated dollars from the \$280,000 that was originally set aside from the 2011-2012 budget to deal with the unanticipated retirement expense due to the elimination of the State retirement contribution in the State budget.

Of the eight positions and/or programs that were put on hold to cover the \$280,000, the District Leadership Team has concluded that the full-day kindergarten, elementary teacher, and EES technology facilitator are the highest priority items to be reinstated ASAP prior to the start of the 2011-2012 school year in two weeks.

Chairman Dodge declared that he no longer needs to recuse himself from discussions regarding kindergarten as his wife's business has closed.

Principal Vallone and Robin Yergeau (kindergarten teacher) joined the Board at the table in support of the full-day kindergarten program by providing enrollment numbers, class sizes, staffing plans, tuition. The actual cost to reinstate the full-day class was originally reported to be \$59,000 (budget amount) but, per Barbara, it will be closer to \$70,000 due to revenue, equipment and furniture costs.

Dave Mylott motioned to approve adding back a full-day kindergarten staff; seconded by Brian Reed.

During discussion, Dave pointed out that this money was previously approved and in the budget.

Chairman Dodge called for a vote. *Motion carried 4:1:0 (Nay from Greg Dodge).*

Robin Yergeau exited the meeting.

When asked which of the other two remaining initiatives was more important, Mark replied the technology facilitator was a higher priority and provided his justification.

Sue Kimball supported reinstating this position and strongly recommended that Peter Gilligan, Technology Director, be involved in the hiring process.

Dave Mylott is the Board representative on the Technology Committee and feels that, of the three schools, the elementary school has the biggest technology deficit from the equipment perspective as well as the knowledge base of the faculty and, therefore, has the biggest need for tech support. The Board also recently approved additional funds for technology that was intended to close the gaps, with much of it going to new equipment at the elementary school. Now, more than ever, a support person will be needed to facilitate things at EES in order to allow Pete and Dan to focus on the larger issues such as the network, servers, etc.

Dave Mylott motioned to reinstate the technology facilitator position at the elementary school; seconded by Brian Reed. Motion carried 5:0:0.

Pros and cons were discussed with regard to an additional 4th grade teacher. Currently, the 4th grade has the highest teacher/student ratio. Mark stated that he already has staff qualified to teach 4th grade. The spare classroom (Eagle Room) that is being used by the Recreation Department for before and after school programs, individual tutoring sessions, professional development, Student Council meetings, etc. would become the fourth 4th grade classroom. The Recreation Department will bear the most burden if the Eagle Room becomes unavailable to them. Mark does not see the short two week timeframe to set-up the room as an issue. Class assignments/placements have already been made and provided to students and families.

Jeff Harris felt that this plan was happening too fast and there would be too little benefit to warrant all the changes at this late date.

Jeff Harris made a motion to table the 4th grade teacher position; seconded by Dave Mylott. Motion carried 5:0:0.

Prior to Mr. Vallone exiting the meeting, Sue Kimball mentioned she had seen an EES faculty member entering the school with a dog this morning. Barbara and Mark both confirmed that the new policy regarding animals in the buildings has been communicated to all staff. Mark will look into the situation.

Getting back to the Superintendent's report, Barbara reported on the following:

1. Impact of Adequacy Funding on the budget
2. Changes in teacher tenure
3. Other legislative changes

VI. POLICY

- A. POLICIES AC, GBA, GBCBC, GBGA–GENETIC INFORMATION–3RD READING/APPROVAL

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

B. POLICY EF – FOOD SERVICE MANAGEMENT – 3RD READING/APPROVAL

Sue Kimball motioned to approve Policy EF regarding Food Service as presented; seconded by Jeff Harris.

Dave Mylott disagrees with this policy and questioned how students who may be in an unsafe situation at home will be identified and assisted. Barbara replied that at the elementary level, the Guidance Counselor will become involved during the alternative meal process. Although the middle and high schools have no provision for alternative meals, staff who have lunch duty keep a watchful eye on students who don't eat and handle it appropriately.

Greg feels it's important for parents/guardians to realize that they have the responsibility and obligation to ensure their children can partake in the food program provided by the District and not expect the financial burden to be placed on the District. If it is determined that the new policy causes undue hardships, the Board will revisit it.

Greg also stated he researched the issue of posting the names of students who are in arrears and it is not illegal as previously thought.

Barbara announced that the paperwork for free or reduced lunch is being sent out prior to the start of school and requested that families who qualify complete the form and return it to the school so they can be processed as quickly as possible.

Chairman Dodge called for the vote. *Motion carried 3:2:0 (Nay votes from Dave Mylott and Brian Reed).*

C. POLICY GCG – PART-TIME/SUBSTITUTE TEACHER & SUPPORT STAFF EMPLOYMENT
1ST READING (agenda is incorrect)

In response to Dave's question, Barbara explained that a substitute nurse is paid more than a substitute teacher because they are so difficult to find and they won't agree to work for the amount of substitute teacher pay.

D. POLICY KCC – SCHOOL & DISTRICT AFFILIATED ORGANIZATIONS – 2ND READING

No changes.

E. POLICY JQ – STUDENT FEES, FINES, ETC. – 2ND READING

Superintendent Munsey reported that she has not received a reply from the attorney yet with regard to the legality of withholding documents and materials until student fees, fines, etc. are paid in full.

VII. PERSONNEL – None

VIII. COMMENTS/OTHER**A. SCHOOL BOARD****Brian Reed – None****Dave Mylott**

Dave hopes that kids are enjoying the last couple of weeks of summer vacation.

Sue Kimball – None**Jeff Harris**

Jeff asked if the website is being updated with names of new staff, etc. Barbara said she is about 25% done at this point. He also commented that he really likes the new universal signature page and pre-printed student demographic form that the middle and high schools are using this year.

Greg Dodge

Greg questioned whether the Board approved the amount of stucco work that is being done at EHS. He thought only the one “weeping wall” had been approved. Barbara assured him that the Board approved doing additional walls. Greg was very pleased with the amount of work that has been done by George Kimball and the grounds/maintenance and custodial staff. He also praised the SAU staff for the great work they do.

B. ADMINISTRATION – None**C. PUBLIC – None****IX. NEXT MEETING TO BE SCHEDULED**

August 30, 2011 at 6:00 p.m. – Walk-through tour of all 3 schools plus sign manifests.
September 1, 2011 – School Board (Regular Meeting) – CANCELLED

Chairman Dodge stated the kindergarten item that Mark Vallone brought to the Board tonight should have been on the agenda for the purpose of public knowledge.

X. ADJOURNMENT

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

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board