

**EPPING SCHOOL BOARD MINUTES  
EPPING TOWN HALL  
AUGUST 4, 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), Jeffrey Harris (Member), Brian Reed (Member), Barbara Munsey (Superintendent), Martha Williamson (Business Administrator), Kyle Repucci (Middle School and High School Principal), Christine Hebert (Middle School Dean of Students) and Erin Milbury (Elementary School Dean of Students) and Larry Averill (Middle School and High School Athletic Director). Mark Vallone (Elementary School Principal) was excused from attending the meeting but submitted a written report (**SEE ATTACHED**).

In the audience were the scheduled guests.

**II. SCHEDULED GUESTS**

LARRY FUREY & KIM FRAZER – YOUTH FOOTBALL & SPIRIT

Larry requested that he be given a key to the blue storage trailer so that the youth football team can borrow the chains and field markers for home games with the understanding that they will replace anything that gets broken.

***Greg Dodge motioned to allow the youth team access to the supply container and to coordinate with Larry Averill to get the chains and yard markers; seconded by Brian Reed. Motion carried 4:0:0.***

Larry Furey also inquired if a facilities request was needed for youth spirit to use the gym for practice on inclement weather days and, if so, how should he handle something so unpredictable? Larry Averill replied that the form needs to be filled out, turned in to the front office, and he will sign off on it; then he and Ms. Frazer will need to communicate when bad weather is predicted to see if there is any space available on short notice. Superintendent Munsey clarified that there will be no guarantees, but the district will give their best effort to accommodate them.

Both Mr. Furey and Ms. Frazer provided overviews of their programs.

**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 4:0:0.***

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 4:0:0.***

**IV. MANIFEST****A. PAYROLL**

*Sue Kimball made a motion to approve Payroll Manifest #P-3 dated August 5, 2011 in the amount of \$105,875.79; seconded by Brian Reed. Motion carried 4:0:0.*

**B. ACCOUNTS PAYABLE**

*Sue Kimball made a motion to approve Accounts Payable Manifest #3 dated August 4, 2011 in the amount of \$302,372.93; seconded by Brian Reed.*

*Jeff Harris stated that three invoices are being held until questions are answered and requested an amendment to the motion to approve with the exception of those three.*

Martha Williamson stated that she was certain that the issues would be cleared up on Monday so there would be no need to delay the process.

*Jeff Harris withdrew his amendment. Chairman Dodge restated the original motion and called for the vote. Motion carried 4:0:0.*

**V. FINANCIAL BUSINESS – 2010-2011 END-OF-YEAR**

Mrs. Williamson reviewed and explained the items in her written report (SEE ATTACHED).

The District ended year with a fund balance of \$494,371 which is roughly \$16,000 more than originally predicted. The balance is the result of \$154,565 in excess revenues, \$275,008 in unexpended lines, and \$64,798 in prior year encumbrances that were not used.

Martha reported that the food service fund, which operates as a separate business from the general fund, ended with a positive balance and would not require a transfer from the general fund to remain in the black for the first time in many years.

Martha distributed the MS-25 (report to the State) and DOE-25 (report to the Department of Education) documents to the Board for signature

*Greg Dodge motioned to sign the MS-25 and DOE-25 as prepared by Martha Williamson; seconded by Brian Reed. Motion carried 4:0:0.*

Martha presented the tuition rates for 2011-2012 as follows:

Elementary School - \$14,258.44 per pupil

Middle School - \$13,579.08 per pupil

High School - \$15,320.73 per pupil

*Sue Kimball motioned to approve the tuition rates as presented by Martha Williamson; seconded by Jeff Harris. Motion carried 4:0:0.*

## VI. HANDBOOKS

### A. EPPING ELEMENTARY SCHOOL STUDENT & PARENT HANDBOOK

Erin Milbury reviewed the changes in the handbook.

***Greg Dodge motioned to approve the elementary school handbook as presented with changes; seconded by Sue Kimball. Motion carried 4:0:0.***

### B. EPPING MIDDLE SCHOOL STUDENT & PARENT HANDBOOK

Christine Hebert reviewed the changes in the handbook.

***Greg Dodge motioned to approve the middle school handbook as presented with changes; seconded by Sue Kimball. Motion carried 4:0:0.***

### C. EPPING HIGH SCHOOL STUDENT & PARENT HANDBOOK

Principal Repucci reviewed the changes in the handbook.

***Jeff Harris motioned to approve the high school handbook; seconded by Sue Kimball. Motion carried 4:0:0.***

### D. STUDENT ATHLETE HANDBOOK

Athletic Director Larry Averill reviewed the changes in the handbook.

***Greg Dodge motioned to approve the student athlete handbook as presented with changes; seconded by Sue Kimball. Motion carried 4:0:0.***

### E. COACHES' HANDBOOK

Athletic Director Larry Averill reviewed the changes in the handbook.

***Sue Kimball motioned to approve the coaches' handbook as amended; seconded by Brian Reed. Motion carried 4:0:0.***

At Larry's request and for the benefit of the coaches, the Board entered into discussion regarding the athletic calendar for fall sports. Coaches have requested permission to hold practices late in the day (5:00 p.m. or later) on Labor Day and Columbus Day (both Mondays).

***Greg Dodge motioned to approve the athletic calendar for September and October, allowing late practice on Monday, September 5<sup>th</sup> (Labor Day) and Monday, October 10<sup>th</sup> (Columbus Day); seconded by Sue Kimball. Motion carried 4:0:0.***

Chairman Dodge brought up the topic of fields and corrected a statement that Martha Williamson made at the last meeting on July 21<sup>st</sup>. She had stated that the fields would be ready to use this year; she meant to say that they will be ready next year (2012-2013).

Greg went on to say that he is very concerned with the poor conditions of the fields currently and, although he is aware that the district is trying to do the best they can with limited funds, doesn't see them as being playable anytime soon. Barbara reminded the Board that there have been prior discussions regarding a warrant article to help fund the fields but each time the Board has decided against it. Greg feels the only way the fields will ever be usable is if the Board brings forth a proposal to the voters and makes them aware that the school district has viable land that can be developed into attractive fields with sufficient funding. This would eliminate the need to continue renting the Seacoast United fields and would protect the original investment.

Mr. Averill asked for confirmation that the groups who used the facilities last year will be allowed to do so again this year. The Board agreed, with the understanding that request forms must be properly submitted and protocol must be followed per policy. Any fee waiver requests would still need to come before the Board.

Larry requested use of the high school gym this fall for basketball on Sunday mornings to develop fundamental hoop skills for any students in grades 6-12, not limited to strictly Epping students; he specifically mentioned players from his other teams may participate.

***The Board approved by consensus with the stipulation that he follows the guidelines of the policy.***

Before proceeding with the remainder of the handbook discussions, Principal Repucci requested permission to trial an idea that he believes would make handbook responsibilities more manageable for parents and school staff, i.e. disseminating them by e-mail and having only one signature page which would cover multiple handbooks. In an effort to increase the number of information packets of required paperwork being returned to the school in a timely manner, he would also like to institute computer user sign-ons at each school based on students turning in the required paperwork. This would mean that students would not have access to computers until the required forms are returned to the school. This is vitally important because not having emergency contact information on file is a safety issue. Paper versions would be available for any families without computer access. Kyle reported that this has the full support of Peter Gilligan, Technology Director.

***Greg Dodge motioned to allow the principals to send out electronically the handbooks and signature page for all materials and to administer as they see fit; seconded by Jeff Harris. Motion carried 4:0:0.***

F. ANNUAL PARENT NOTIFICATION

Superintendent Munsey reviewed the changes to the notification.

***Greg Dodge motioned to approve the annual parent notification as outlined by Barbara with changes; seconded by Brian Reed. Motion carried 4:0:0.***

G. PROFESSIONAL STAFF HANDBOOK

Superintendent Munsey reviewed the changes to the handbook.

***Greg Dodge motioned to approve the professional staff handbook as outlined by Barbara with changes; seconded by Brian Reed. Motion carried 4:0:0.***

#### H. SUPPORT STAFF HANDBOOK

Superintendent Munsey reviewed the changes to the handbook.

*Sue Kimball motioned to approve the changes to the support staff handbook as presented by Barbara; seconded by Jeff Harris. Motion carried 4:0:0.*

#### I. SUBSTITUTE HANDBOOK

Superintendent Munsey reviewed the changes to the handbook.

*Sue Kimball motioned to approve the substitute handbook as presented by Barbara; seconded by Jeff Harris. Motion carried 4:0:0.*

#### J. PROGRAM OF STUDIES

There was discussion regarding early graduation and how it impacts students. Principal Repucci requested clear direction as to what activities students who opt to graduate early (and, at that point, legally become former students) should be allowed to participate in. The impact of early graduation must be made very clear to students and their families who are considering this. It was decided that more information was needed. The topic will be revisited at a future meeting.

There was also discussion regarding diplomas. Superintendent Munsey explained that the district currently has a Basic Diploma which is actually a State Standard Diploma and requested that the title be officially changed. For clarity, Barbara also requested that the current Standard Diploma be changed to District Standard Diploma (this is the one that represents the district requirements of 22.5 credits).

*Sue Kimball motioned that the Basic Diploma be changed to State Standard Diploma and the Standard Diploma be changed to District Standard Diploma; seconded by Brian Reed. Motion carried 4:0:0.*

### VII. FACILITIES – ATHLETIC CALENDAR

This was discussed earlier in the meeting.

### VIII. TECHNOLOGY - None

### IX. FOOD SERVICE - None

### X. POLICY

#### A. POLICY EF – FOOD SERVICE – 2<sup>ND</sup> READING

Chairman Dodge noted the changes that were discussed at the last meeting have been made.

#### B. POLICIES AC, GBA, GBCBC, GBGA – GENETIC INFORMATION – 2<sup>ND</sup> READING

There were no changes noted.

C. POLICY JQ – STUDENT FEES, FINES, ETC. – 1<sup>ST</sup> READING

There was discussion regarding the legality of withholding documents and materials until student fees, find, etc. are paid in full.

***Greg Dodge motioned that Barbara Munsey contact legal regarding Policy JQ; seconded by Brian Reed. Motion carried 4:0:0.***

D. STUDENT INFORMATION OPT-OUT FORM – 1<sup>ST</sup> READING

Superintendent Munsey explained that this form was merely revised to be clearer and needs to go out with the student packets prior to the start of school.

***Greg Dodge motioned to approve the opt-out form for dissemination; seconded by Brian Reed. Motion carried 4:0:0.***

Chairman Dodge recommended that approval of forms not be listed under the Policy section of the agenda going forward. Superintendent Munsey agreed.

E. POLICY KCC – SCHOOL & DISTRICT AFFILIATED ORGANIZATIONS – 1<sup>ST</sup> READING

Chairman Dodge presented the history behind the need for this new policy and the involvement with the Attorney General's office, Charitable Trust Division, with regard to Project Graduation for the Class of 2010 and general fundraising and use of the District's tax identification number by various groups and organizations.

Superintendent Munsey explained the various different classifications and the specific rules, guidelines, and criteria for each. She and Martha Williamson will meet with the affected groups.

## F. SST BUS REQUEST

Superintendent Munsey reported that she has received a request for a student who lives in town, but attends Great Bay eLearning Charter School and will be attending the Seacoast School of Technology, to ride the SST bus back to EHS. She confirmed that the district has no obligation to provide transportation for this student. Both Brian and Jeff felt this presented a liability issue for the district.

***Jeff Harris motioned to deny the SST bus request; seconded by Brian Reed. Motion carried 4:0:0.***

Barbara also requested clarification regarding the policy pertaining to foreign exchange students. She reported that the district has already approved one such student for the 2011-2012 school year, but she has received a request for a second foreign exchange student. Policy states that the Board may limit the number of foreign exchange students so she wanted to be certain that the Board would allow both to attend. The Board had no issues with both attending.

**XI. PERSONNEL****A. RESIGNATION**

Superintendent Munsey reported that Jon Altbergs, EHS Dean of Students, has submitted his resignation.

***Greg Dodge motioned to accept the resignation of Mr. Jon Altbergs with regret and thanks for his service to the District; seconded by Brian Reed. Motion carried 4:0:0.***

**B. NOMINATIONS**

Superintendent Munsey nominated Marianne McDonough for the EES guidance counselor position.

***Greg Dodge motioned to accept the nomination of Marianne McDonough for the elementary school guidance counselor; seconded by Brian Reed. Motion carried 4:0:0.***

Superintendent Munsey nominated Eric Anderson for 40% computer teacher at the elementary school. She reported that he is already employed by the district in a 60% position at the middle/high school media center and is the district ETV coordinator and will continue in those roles.

Chairman Dodge inquired if the Technology Committee had been involved in the selection process for this position. Barbara replied that she had consulted with Peter Gilligan but she didn't believe he was directly involved; however, other representatives from the technology committee had participated. Going forward, the Board requested that in-house employees who have knowledge of a specific position be part of the interview/hiring process. Barbara agreed.

***Greg Dodge motioned to approve the hire of Eric Anderson for 40% computer teacher in the Epping Elementary School; seconded by Sue Kimball. Motion carried 4:0:0.***

Superintendent Munsey nominated John Houlihan for the EHS Dean of Students.

***Greg Dodge motioned to approve the hire of John Houlihan for the EHS Dean of Students at a starting salary of \$69,000 per year; seconded by Sue Kimball. Motion carried 4:0:0.***

Barbara reported that the district is now fully staffed at the professional level and almost fully staffed at the paraprofessional level.

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

Jeff expressed his displeasure with a recent newspaper article from SeacoastOnLine regarding a school board meeting from five months ago.

**Sue Kimball - None****Brian Reed**

Brian inquired if the district is still hiring substitutes. Barbara replied that whoever is interested should see Paula at the SAU office.

**Greg Dodge**

Greg stated that, for the record, he has reviewed the packet of Special Education reports which is a new mandate from the Department of Education.

- B. ADMINISTRATION – Nothing further
- C. PUBLIC - None

**XIII. NEXT MEETING TO BE SCHEDULED**

- A. August 17 – School Board & Budget Committee
- B. August 18 – School Board (regular meeting)

**XIV. 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 adjourn immediately thereafter; seconded by Sue Kimball. Motion carried 4:0:0.*

*Roll call vote: Reed, Dodge, Kimball, and Harris all voted Aye.*

**XV. ADJOURNMENT TO NON-PUBLIC SESSION AT 9:48 P.M.**

Respectfully submitted,

Susan H. Kimball  
Vice Chair/Secretary  
Epping School Board

**EPPING SCHOOL BOARD  
NON-PUBLIC MINUTES  
AUGUST 4, 2011**

The non-public meeting of the Epping School Board was called to order at 9:55 p.m. immediately following the public meeting in the Epping Town Hall. In attendance were School Board Members Gregory Dodge, Susan Kimball, Jeffrey Harris, Brian Reed, and Superintendent Barbara Munsey.

Superintendent Munsey apprised the Board of information she had gathered regarding a letter written by a former employee.

There was discussion amongst the Board but no action was taken.

Upon Jeff Harris' inquiry, Superintendent Munsey provided an update regarding an employee at the elementary school.

There was discussion amongst the Board but no action was taken.

**Greg Dodge made a motion to exit non-public session; seconded by Jeff Harris. Motion carried 4:0:0. Roll call vote: Kimball, Harris, Reed, and Dodge all voted Aye.**

**Chairman Dodge motioned to adjourn; seconded by Jeff Harris. Motion carried 4:0:0.**

The meeting adjourned at 10:35 p.m.

Respectfully submitted,

Susan H. Kimball  
Vice Chair/Secretary  
Epping School Board