

**EPPING SCHOOL BOARD MINUTES
EPPING TOWN HALL
SEPTEMBER 15, 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 lead by the Boy Scouts of Troop 136.

In attendance were Gregory Dodge (Chair), Susan Kimball (Vice Chair), David Mylott (Member), Jeffrey Harris (Member), Brian Reed (Member), Barbara Munsey (Superintendent), Martha Williamson (Business Administrator), Kyle Repucci (Middle and High School Principal), and Mark Vallone (Elementary School Principal).

In the audience were the scheduled guests and the families of Sawyer Begin and Sean Day.

II. SCHEDULED GUESTS

A. BOY SCOUTS – EAGLE SCOUT PROJECTS (SEE ATTACHED)

Sawyer Begin and Sean Day from Troop 136 presented their proposed Eagle Scout projects to the Board. Sawyer's project is an outdoor classroom and Sean's is a low ropes course. Both will be built in close proximity to each other, behind the high school on land owned by the District. There will be no cost to the District. Patty Begin, Scout Master of Troop 136, stated that the required insurance is provided by the Daniel Webster Council of Boy Scouts of America.

Dave Mylott motioned to approve the two Boy Scout Eagle projects that were presented to the Board; seconded by Jeff Harris. Motion carried 5:0:0.

B. JARED BREault – NYC MUSIC TRIP (SEE ATTACHED)

Jared Breault presented the revised itinerary of the proposed band/chorus music trip to New York City in the spring of 2012. He reviewed the changes that had been made since he presented the proposed trip last year which included additional music components.

Dave Mylott motioned to approve the New York City music trip for 2012; seconded by Sue Kimball. Motion carried 5:0:0.

C. KYLE REPUCCHI – COMMUNITY SERVICE (SEE ATTACHED)

Principal Repucci presented the proposed EMS & EHS Day of Service which is tentatively scheduled for April 10, 2012 with a school-wide celebration assembly scheduled for April 19, 2012.

Brian Reed motioned to approve the community service day project that Mr. Repucci proposed; seconded by Dave Mylott. Motion carried 5:0:0.

III. APPROVAL OF MINUTES**A. PUBLIC MINUTES FOR JULY 21, 2011**

Jeff Harris made a motion to approve the public minutes of July 21, 2011; seconded by Brian Reed. Motion carried 5:0:0.

B. PUBLIC BUDGET COMMITTEE MINUTES FOR AUGUST 17, 2011

Brian Reed made a motion to approve the public Budget Committee minutes of August 17, 2011; seconded by Jeff Harris. Motion carried 3:0:2 with Sue Kimball and Dave Mylott abstaining.

C. PUBLIC MINUTES FOR AUGUST 18, 2011

Brian Reed made a motion to approve the public minutes of August 18, 2011; seconded by Dave Mylott. Motion carried 5:0:0.

D. PUBLIC MINUTES FOR AUGUST 30, 2011

Brian Reed made a motion to approve the public minutes of August 30, 2011; seconded by Dave Mylott. Motion carried 4:0:1 with Sue Kimball abstaining.

IV. MANIFEST**A. PAYROLL**

Dave Mylott made a motion to approve Payroll Manifest #P-6 dated September 16, 2011 in the amount of \$288,578.86; seconded by Brian Reed. Motion carried 5:0:0.

B. ACCOUNTS PAYABLE

Dave Mylott made a motion to approve Accounts Payable Manifest #6 dated September 16, 2011 in the amount of \$343,740.86; seconded by Sue Kimball. Motion carried 5:0:0.

V. ADMINISTRATOR REPORTS**A. MARK VALLONE – ELEMENTARY SCHOOL (SEE ATTACHED REPORT)**

Mr. Vallone reported that the additional full-time kindergarten classroom was ready for the first day of school. This gives the District 3 full day and 2 half day classes.

He also provided an overview of new technology in the classrooms.

Chairman Dodge expressed his displeasure regarding the cluttered condition of the EES library. Mr. Vallone said that the issue is being addressed.

B. KYLE REPUCCI – MIDDLE SCHOOL AND HIGH SCHOOL (SEE ATTACHED REPORT)

Mr. Repucci reported that the universal signature page was a great success.

He also provided details regarding Student Jotter, which is the new student portfolio program.

C. BARBARA MUNSEY – SUPERINTENDENT (SEE ATTACHED REPORT)

1. Paraprofessional Evaluations

Superintendent Munsey apprised the Board that the paraprofessional evaluation has been revised similar to the teacher evaluation and, if approved, will be implemented this school year.

Dave Mylott motioned to approve the paraprofessional evaluation; seconded by Brian Reed. Motion carried 5:0:0.

2. Guidelines for Consideration of Paraprofessional Support Services

Barbara stated that she had distributed this document to the Board for their perusal. No action was taken.

3. Teacher Evaluations

Superintendent Munsey confirmed that the newly revised teacher evaluation system is ready to be implemented this school year and thanked those who participated in the process.

4. Emergency Procedures

Hurricane Irene provided a good opportunity to test the emergency preparedness of the town and school district, which proved to be quite successful. The school district, town representatives, police and fire departments worked in unison to establish an effective emergency response plan that included setting up a shelter in the middle school gymnasium.

5. Negotiations

Barbara apprised the Board that she has requested meeting times for negotiations from the Teachers' Association.

6. Website

Barbara informed the Board that the District website is in the process of being updated to include new policies, programs, curriculum, changes in the State retirement program, etc.

7. Out of District Events

Superintendent Munsey provided the Board with an update on various meetings and workshops she either has attended recently or will be attending in the near future.

VI. FACILITIES/FINANCIAL (SEE ATTACHED BUSINESS ADMINISTRATOR'S REPORT)

A. FUEL

Martha provided the Board with various options for purchasing fuel oil, along with the current prices of both the lock-in and the off-the-rack rates. After much discussion...

Dave Mylott motioned to fill the tanks now at the \$3.29/gallon, or lower, price and revisit this at a later date; seconded by Jeff Harris. Motion carried 5:0:0.

B. FURNITURE DONATION BY CRITERIA

Martha reported that George Kimball, Director of Facilities, was approached by one of his suppliers, Criteria, who offered to donate a very generous amount of new and used office furniture and equipment that has been in storage and needs to be moved. This is subject to Board approval.

Sue Kimball motioned to approve the donation of furniture and equipment from Criteria; seconded by Dave Mylott. Motion carried 5:0:0.

Jeff Harris reminded the Board that, by law, any donation over \$5,000 requires a Public Hearing.

Martha said she would have to call Criteria to get an estimate of the value.

Chairman Dodge stated that, based on this information, the motion is out of order.

Greg Dodge moved to reconsider the vote regarding the furniture; seconded by Brian Reed. Motion carried 5:0:0.

Barbara went on to explain that this donation came about because an Epping resident works for Criteria and suggested that the Epping School District be given the first opportunity to take whatever they could use. Although she didn't know the name of the employee, she publicly thanked them for their generosity.

C. TREE DAMAGE

The Board was unable to reach consensus on how to proceed with the request from one of the property owners who abuts the SAU field to remove the remaining trees bordering his property. Chairman Dodge requested that all Board members view the trees in question prior to the next meeting so an informed decision can be made.

Greg Dodge moved to table until the next meeting; seconded by Dave Mylott. Motion carried 5:0:0.

D. VANDALISM

Following the recent vandalism of a student's car, there was a parental request to put surveillance cameras both inside and outside the schools. After discussion about what type of cameras would need to be purchased, the cost, location, etc., it became evident that recommendations from experts is warranted.

Greg Dodge motioned to review the request of security cameras at the school in regards to the letter received by the principal and that he, his staff, and anyone else who might be able to give us an analysis of where the cameras should go and the feasibility of monitoring the parking lot and report back to the Board; seconded by Brian Reed. Motion carried 5:0:0.

E. SIDEWALK UPDATE

Chairman Dodge reported to the Board that the Prospect Street sidewalk, which was not replaced after the new paving job, will not be replaced per the Selectmen. To defray costs, the Town decided that painting a white line to delineate a sidewalk would suffice. The Selectmen do not see it as a safety issue.

F. RETIREMENT REFUND

Martha reported that, just today, she received an e-mail from NH Retirement stating that the allocation of the State's payment of \$3.5 million to political subdivisions for retirement was released today. The Epping School District's portion of the \$3.5 million is a mere \$11,777.18.

Superintendent Munsey commented that, as of right now, the estimated additional cost of retirement this year will be \$110,000 and the contribution of the State towards this will be less than \$12,000; therefore, it is going to cost the District \$100,000 more than what we budgeted.

She went on to explain that next year there will be zero State contributions and no \$12,000 reimbursement, so the District is looking at being \$100,000-\$11100 over budget because of retirement alone.

VII. POLICY (SEE ATTACHED SUPERINTENDENT'S REPORT)

A. GCG – PART-TIME/SUBSTITUTE TEACHER & SUPPORT STAFF EMPLOYMENT
2ND READING

There were no revisions. It will be on the agenda for approval at the next meeting.

B. KCC – SCHOOL & DISTRICT AFFILIATED ORGANIZATIONS – 3RD READING

Superintendent Munsey reported that all organizations have been contacted and a meeting has been scheduled for September 22, 2011. She recommended that approval of this policy wait until after the meeting in case there are changes. The Board agreed by consensus.

C. JQ – STUDENT FEES, FINES, ETC. – 3RD READING/APPROVAL

Dave Mylott motioned to approve Policy JQ; seconded by Jeff Harris. Motion carried 5:0:0.

D. POLICY I – INSTRUCTION (Distributed at the July 21, 2011 meeting)

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. ICAA – 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

VIII. PERSONNEL – None

IX. COMMENTS/OTHER

A. SCHOOL BOARD

Jeff Harris

Jeff requested an update on “blizzard bags” which is one of the items on the outstanding list. Barbara stated that she will be attending a presentation on their effectiveness and how they’re being used in the North Country and will report back to the Board. He also inquired about generator bids. Martha stated that George Kimball is in the process of getting them. Jeff also stated concerns that various forms on the SAU website may be outdated and differ from what is distributed to students and parents. Superintendent Munsey will check into that.

Dave Mylott

Dave gave thanks and kudos to Pete Gilligan and his staff and George Kimball and his staff for the tremendous amount of work they did over the summer to prepare for this school year.

Brian Reed – None

Greg Dodge

Greg asked if any Board members had resolutions to bring before the NHSBA; there were none. He also mentioned receiving an anonymous letter damning school staff and stated that no reply will be sent and no action will be taken on any type of communication that does not identify the author. Greg also commended the technology, grounds, and facilities employees for their exceptional work in getting the schools ready for opening day.

Sue Kimball

Sue questioned the actual cost of equipping the new full-time kindergarten classroom. Martha replied that it was approximately \$5,000. Sue also mentioned that the new stucco work looks wonderful.

Barbara Munsey Addendum

Barbara provided information on a new program from Comcast that Jeff Harris originally brought to her attention. It’s called “Internet Essentials” and provides inexpensive internet access to socio-economic families. She will have a conversation with the principals with regard to disseminating the information to parents.

She also distributed the official ballot timeline for the 2011-2012 school district budget.

X. NEXT MEETING TO BE SCHEDULED

October 6, 2011 – Regular Meeting

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 adjourn immediately thereafter; seconded by Dave Mylott. Motion carried 5:0:0. Roll call vote: Reed, Mylott, Dodge, Kimball, and Harris all voted Aye.

XII. ADJOURNMENT TO NON-PUBLIC SESSION AT 9:45 P.M.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board

**EPPING SCHOOL BOARD
NON-PUBLIC MINUTES
SEPTEMBER 15, 2011**

The non-public meeting of the Epping School Board was called to order at 9:50 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 updated the Board on a personnel issue 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 Sue Kimball. Motion carried 5:0:0. Roll call vote: Kimball, Mylott, Harris, Reed, and Dodge all voted Aye.

Chairman Dodge motioned to adjourn; seconded by Jeff Harris. Motion carried 5:0:0.

The meeting adjourned at 10:03 p.m.

Respectfully submitted,

Susan H. Kimball
Vice Chair/Secretary
Epping School Board