

EPPING SCHOOL BOARD MINUTES
EPPING TOWN HALL
August 20, 2009
7:00 PM

I. CALL TO ORDER

Chairman Greg Dodge called the meeting of August 6, 2009 to order at 7:04 pm with the Pledge of Allegiance. In attendance were: School Board members Greg Dodge, Susan Kimball, Scott Booth, Shawn Patton and Dave Mylott; Business Administrator Martha Williamson, and Superintendent Barbara Munsey.

II. APPROVAL OF MINUTES

A. PUBLIC MINUTES FOR JUNE 18, 2009

Susan Kimball made a motion to table the public minutes of June 18, 2009 so that she could review the tape of that meeting. Dave Mylott seconded the motion. Motion passed 5:0.

B. PUBLIC MINUTES FOR AUGUST 6, 2009

Dave Mylott made a motion to approve the public minutes for August 6, 2009 as amended. Scott Booth seconded the motion. Motion passed 5:0.

III. MANIFEST

Susan Kimball made a motion to approve the Payroll Manifest #P-4, dated August 21, 2009, in the amount of \$127,692.08. Dave Mylott seconded the motion. Motion passed 5:0.

Susan Kimball made a motion to approve Manifest #4 dated August 20, 2009, in the amount of \$121,116.89. Dave Mylott seconded the motion. Motion passed 5:0.

Susan Kimball made a motion to approve Manifest #4a dated August 20, 2009, in the amount of \$210. Dave Mylott seconded the motion. Motion passed 5:0.

IV. FINANCIAL BUSINESS

A. END OF YEAR REPORTS: DOE/DRA

Ms. Williamson reviewed the End of Year Reports (DOE/DRA). Copies of the Revenues and Expenses for the District (June 30, 2009) were included with the agenda packet. The District ended the fiscal year with a fund balance of \$472,678 and this is about \$5,000 lower than the estimate at the last Board meeting due to some June bills that came in after the meeting.

The School Board signed copies of the DOE 25 report to the State.

Ms. Williamson listed the tuition rates as follows: Elementary \$13,127.36; Middle \$13,604.60; and High \$13,988.32. She noted that last year completed the Fremont student withdrawal and that tuition increases should begin to stabilize.

Mr. Dodge asked how the DOE comes up with the cost per pupil formula. Ms. Williamson replied that the State formula takes out the cost of items such as transportation, food services, out-of-district tuition, capital expenses and projects budgeted under the 4000 expense fund.

Mr. Dodge asked how Epping compares with other School Districts and Ms. Williamson responded that Epping School District rates higher than average but she noted that smaller Districts have higher per pupil cost. Ms. Munsey noted that the cost includes all grant funding as well. Ms. Munsey also explained placing students out-of-district takes their expense out of the State per-pupil-cost formula; keeping them in-district inflates the State per pupil cost figure. Keeping students in-district saves the District money, although it increases the State per pupil cost because the State formula excludes out-of-district expense. Placing facilities improvement under operation of plant also increases the per pupil cost. Some districts place these costs under facilities which is not included in the per pupil cost calculation. Mr. Dodge stated that per pupil cost then may not be a good comparison.

Shawn Patton made a motion to approve the tuition rates for 2009-2010 (Elementary \$13,127.36; Middle \$13,604.60; and High \$13,988.32). Susan Kimball seconded the motion. Motion passed 5:0.

B. BUDGET SCHEDULE

Ms. Williamson reported that the 60+ year-old boiler at the SAU was replaced with two Bolderus oil unites and that individual-controlled radiators were also placed in the building. The exterior woodwork was also painted. The Board agreed that Mr. Cantu did a good job.

Ms. Williamson reported that replacement of skylights and furniture that failed to meet fire code at the elementary school has been completed.

Other projects include:

- Removal of 2 temporary walls at the high school that did not meet fire code
- Replacement of family consumer science room sinks
- Removal of sinks in old science room
- Refinish of middle school gym floor/addition of school mascot to center logo
- Maintenance garage
- District truck
- Two tractors being used on a trial basis: Mr. Booth recommended that farming tires not be used as they would destroy the fields and the Board agreed
- Completion of fields project. Ms. Williamson wanted to release the final amount of \$8,663.40 to Hiltz now that the work is complete. Mr. Booth suggested having someone walk/view the fields first. Mr. Patton agreed that someone should review the work and sign off to make sure the contract was followed. The Board agreed. Ms. Williamson said that George Kimball had walked the fields. Mr. Dodge commended Mr. Kimball for his work.

Ms. Williamson said that the cooking range was installed in the middle high cafeteria and that the walk-in freezer is on order. She said they were also looking into a slicer and oven (vs. warmers).

Mr. Dodge asked if vendors offer discounts and Ms. Williamson said that only Central Paper offers a discount from what they have found so far. Ms. Kimball was concerned about late fees if bills were not paid on time. Ms. Williamson said that vendors generally will waive late fees for public schools. The Board agreed that it would be all right for Ms. Williamson to send a check a few days

before a manifest if a bill is due.

Ms. Williamson suggested keeping Waste Management for trash removal since their bid was the lowest of three and, though their cost for extra pickups is higher, the District has not required any extra pickups.

Scott Booth made a motion to accept Waste Management as the District's trash pickup contractor for the next three years (year 1: \$1,217.00; year 2: \$1,241.34; and year 3: \$1,266.16; \$50-\$130 for extra pickups). Susan Kimball seconded the motion. Motion passed 5:0.

Ms. Williamson said that the revised revenue calculation for the DOE is complete and shows an estimated tax impact of 45¢ (which is 28¢ less than the original estimate of 73¢ due to the fund balance being \$472,000 rather than \$100,000 as in budget). Mr. Dodge commended the District on being responsible with the budget.

A draft Budget Timeline 2009-2010 was included in the agenda packet and was sent to the Budget Committee for review. Mr. Booth said more information would be available after the next Budget Committee meeting on September 16, 2009. Ms. Munsey noted that the School District intends to give the Budget Committee its budget by Thanksgiving.

Ms. Williamson reported that the School District recently received a \$1200 Heroes Grant from Lowes for the purchase of 500 bags of mulch that would be delivered tomorrow and spread by Lowes staff. Ms. Williamson said this mulch would be used where required at the playground.

Shawn Patton made a motion to accept with gratitude the \$1200 Heroes Grant from Lowes for the purchase of 500 bags of mulch. Dave Mylott seconded the motion. Motion passed 5:0.

A letter of thanks will be sent to Lowes.

Mr. Booth and Mr. Patton requested Ms. Williamson contact districts similar to Epping and get their rates for extracurricular and coaching stipends for comparison.

V. POLICY

A. APPROVAL: SECTIONS A, B, D, G, J and K

Dave Mylott made a motion to approve Policies in Sections A through K. Susan Kimball seconded the motion. Motion passed 5:0.

Mr. Mylott thanked Ms. Munsey for her work on policies. The School Board agreed.

B. SECOND READING: IHBAA (Evaluation Requirements); IHBAB (Special Education Evaluations Policy); and IHBBA (Limited English Proficiency Instruction)

C. GCQC and GDQ (EXIT INTERVIEWS)

Mr. Mylott agreed with Mr. Booth that the onus should be on the Superintendent to offer/request an exit interview and if the exiting employee does not want to give one, that would be acceptable. Mr. Mylott suggested changing the wording to say that the School Board may request an interview and that the Superintendent/Professional Staff will request and interview. The School Board agreed.

VI. OTHER BUSINESS

A. ESD SUPPORT STAFF HANDBOOK & ESD PROFESSIONAL STAFF HANDBOOK

Ms. Munsey said that there is a note in each book listing the changes.

Ms. Munsey said that this year the paraprofessional handbook would be distributed electronically.

Hard copies of all handbooks would be available in the library.

Answering Mr. Booth, Ms. Munsey said that changes in the school handbook are highlighted and that she would be reporting back to the Board.

Shawn Patton made a motion to approve the Epping School District Support Staff and Professional Staff Handbooks per changes noted. Scott Booth seconded the motion. Motion passed 5:0.

B. DISTRICT SEAL

Ms. Munsey showed the School Board a logo that Ms. Williamson drafted. Mr. Booth wanted to find out about the memory size when using a photograph in the logo. Ms. Munsey said she would find that out.

C. PROFESSIONAL DEVELOPMENT MASTER PLAN

Ms. Munsey reported that there will be an Opening Celebration on August 31, 2009 and reviewed the program for that day.

Ms. Munsey spoke about the Professional Development Master Plan. On Opening Day, certifiable staff will receive a Professional Development Guide that will include: Purpose, District PD organizational chart, Responsibilities of each organizational component, and Steps.

Each school will have the following organizational elements: School Leadership Team, School PD Team, School Data Team, and School Professional Learning Teams.

This year all staff are subject to the new Professional Development Plan.

D. WEBSITE

Ms. Munsey reported that the Website design templates were approved last week and that now the goal is to transfer information from the old site to the new site and to have the new site up by October 1, 2009. Mr. Mylott asked who approved the design templates and Ms. Munsey said that she, Ms. Williamson and the administration approved the navigation templates.

Mr. Mylott asked why a search and quick-pick list were not added to the Site. Mrs. Munsey responded that they did not work very well. Mr. Mylott said he thought the search feature would be helpful. Ms. Munsey said that one page design would need to be eliminated if a search feature was added to the Site and they decided not to do that. Ms. Munsey said that the front page was clean and easy to use. She noted that they could look into improving the site in the future. She distributed samples of the new site for the Board to review.

E. PROJECTED PROFESSIONAL SALARY UPDATE

Ms. Munsey reported that the District has now filled all open teaching positions. She said that it is estimated that the professional salary lines will have a surplus of \$146,000 due to filling positions at less than budgeted, using the Title 2 grant to offset one salary, filling a speech position with a supervised speech assistant, and setting administrative raises at less than budget. She noted that it was previously presented that \$48,332 of an elementary teacher's salary could be placed in the Title 2A grant, but only \$40,000 could be placed in the grant. All positions added due to the stimulus funds have been included in the Title 1 and IDEA ARRA grants as previously presented. All positions budgeted in the regular Title 1, IDEA and Preschool grants were also placed in these grants. The estimated surplus does not include benefits or the increase in retirement costs passed on by the State and is only for professional staff.

F. H1N1 VIRUS

Ms. Munsey reviewed the letter pertaining to the H1N1 Virus that will be sent out to families.

G. RADIO BROADCASTING OF ATHLETIC GAMES

Ms. Munsey reported that WWNH has requested permission to broadcast Epping Sports The Board thought this was a good idea.

H. SEACOAST FIELDS

Ms. Williamson reported that the cost of renting the Seacoast United Soccer Club Fields would be \$8,000 for this school year, which is \$1,500 more than budgeted. The additional cost is attributed to the work that was required to improve the parking area.

Ms. Munsey noted that Epping leases use of the fields because the Epping District does not yet have sufficient fields.

Greg Dodge made a motion to approve the \$6,500 cost to use the Seacoast United Soccer Club Fields that was in place last year. No second. Motion failed.

Ms. Williamson noted that \$500 was put in the budget in anticipation of increase cost of field use. She also remarked that the Town of Epping asked Seacoast to fix the parking situation. Mr. Booth noted that the rate given to Epping for field usage is less than what Seacoast would charge anyone else.

Susan Kimball made a motion to approve \$8,000 for the cost of renting the Seacoast United Soccer Club Fields for this school year (2009-2010). Scott Booth seconded the motion. Motion passed 4:1 (nay vote: Greg Dodge)

Mr. Mylott noted that the correct changes were made to the free/reduced price policy wording in the handbooks.

Mr. Booth suggested that maintenance look into protecting fields regarding access issues. He was concerned about ATVs, motocross vehicles, etc. ruining the fields. Ms. Munsey was concerned about safety with gates and chain fences and that this needed to be considered. Mr. Dodge noted that it was helpful to post signs as well.

Mr. Booth requested having maintenance manuals (who does the cleaning, how it's done) and to include exterior maintenance. Ms. Munsey said this was on the outstanding items list.

Mr. Dodge thanked the staff at the SAU and the custodial staff for their dedicated work.

VII. NEXT MEETING: AUGUST 20, 2009

VIII. PERSONNEL

A. NOMINATION

Dave Mylott made a motion to accept the nomination of Shannon Murphy for the position of Varsity Volleyball Coach. This nomination was approved via email due to the timing of the volleyball season. Shawn Patton seconded the motion. Motion passed 5:0.

C. NOTICE TO NEGOTIATE

Ms. Munsey said that the Epping Educational Association has notified the District of their intention to negotiate the Teachers' Agreement. Discussions regarding negotiations are not subject to the meeting protocol per Right to Know law. Ms. Munsey said that the board could have a "non-meeting" under Right to Know. Mr. Booth suggested having the School Board meet with the Superintendent in terms of contract before teacher negotiations. Ms. Munsey said that she keeps notes when things come up. Mr. Mylott agreed this meeting would help so all Board members were on the same page.

IX. NON-PUBLIC SESSION: N/A

X. ADJOURNMENT

At 8:45 PM, Shawn Patton made a motion to enter into non-public session per RSA 91-A: 3, II and to adjourn immediately thereafter. Dave Mylott seconded the motion. Motion passed 5:0. Roll Call.

Respectfully submitted,

Susan Perry,
Epping School Board Secretary