

EPPING SCHOOL BOARD MINUTES  
EPPING TOWN HALL  
February 18, 2010  
7:00 PM

**I. CALL TO ORDER**

Chairman Greg Dodge called the meeting of February 18, 2010 to order at 7:02 pm with the Pledge of Allegiance. In attendance were: School Board members Greg Dodge, Scott Booth, and Dave Mylott, Superintendent Barbara Munsey and Business Administrator Martha Williamson.

**II. APPROVAL OF MINUTES**

A. PUBLIC MINUTES FOR JANUARY 21, 2010

*Dave Mylott made a motion to approve the public minutes for January 21, 2010 as amended. Scott Booth seconded the motion. Motion passed 3:0.*

B. NON-PUBLIC MINUTES FOR JANUARY 21, 2010

*Dave Mylott made a motion to approve the non-public minutes for January 21, 2010. Scott Booth seconded the motion. Motion passed 3:0.*

C. DELIBERATIVE SESSION MINUTES FOR FEBRUARY 4, 2010

*Dave Mylott made a motion to approve the Deliberative Session minutes for February 4, 2010. Scott Booth seconded the motion. Motion passed 3:0.*

D. PUBLIC MINUTES FOR FEBRUARY 4, 2010

*Dave Mylott made a motion to approve the public minutes for February 4, 2010 as amended. Scott Booth seconded the motion. Motion passed 3:0.*

**III. MANIFEST**

*Dave Mylott made a motion to approve Vendor Manifest #16 in the amount of \$190,087.33. Scott Booth seconded the motion. Motion passed 3:0.*

*Dave Mylott made a motion to approve Payroll Manifest #17, dated 2/19/10, in the amount of \$427,997.09. Scott Booth seconded the motion. Motion passed 3:0.*

**IV. ADMINISTRATOR REPORTS**

A. DIXIE TREMBLAY: HIGH SCHOOL – WRITTEN REPORT PROVIDED

Daphne Chevalier, Advisor for the Senior Class, presented the itinerary for the Washington, D.C. trip, which was previously emailed to School Board members for review. She said that the

following would be chaperones: one Administrator, herself, Mike O'Donnell (who was requested by the students since he missed the 8<sup>th</sup> grade trip), Susan and George Kimball (who requested going on the trip.)

Mr. Booth asked how many students were interested in going and Ms. Chevalier replied that 42-45 students showed interest although no deposits were received yet. Mr. Mylott felt that this seemed like a small percentage of the senior class. Ms. Tremblay said that, as the years have gone by, the number of students going on the senior trip has gone down to about 45. Ms. Chevalier said that cost was a concern but the students voted on what trip to take. Mr. Mylott said he respected that students chose the trip but he felt it was a shame more students could not participate. He felt that the school should focus on something that could get a bigger turnout. Ms. Tremblay said that she tried to get students to do a local trip but since the bar was set two years ago with the rafting trip, it was hard to do a smaller trip.

Ms. Tremblay said that \$7,000 from funds is available and the cost is mostly for the number of seats on the bus. Ms. Chevalier said that fundraising would help. The cost per student for the trip is \$456/student and she mentioned that there was a \$13 credit since the initial cost was higher than they thought.

Mr. Booth asked if the entire senior class voted and Ms. Chevalier said yes and about 31% voted for the Washington, D.C. trip and about 21% for additional trips.

Scott Booth made a motion to approve the proposal as presented for the Class of 2010 trip to Washington, D.C. Dave Mylott seconded the motion. Motion passed. 3:0.

Mr. Mylott thanked Ms. Chevalier for coming to present the senior trip specifics. He suggested that the Board look at this topic again to encourage larger participation in future classes. The Board agreed.

Ms. Tremblay reviewed her written report. She added that they would attempt to hold graduation outside again this year since more people can participate if it is held outside.

Mr. Dodge congratulated Mr. Granbery and Mr. Herman for their work with NECAP testing and the resulting scores.

*Dave Mylott made a motion to approve the High School Program of Studies as amended. Scott Booth seconded the motion. Motion passed 3:0.*

## B. LYN HEALY: MIDDLE SCHOOL – WRITTEN REPORT PROVIDED

Ms. Healy reviewed her written report.

Mr. Mylott asked if the Wednesday communications only go out via email. Ms. Healy replied that most parents gave their email addresses. However, about 12 per grade do not have email addresses so hard copies are sent home to them on Wednesdays.

Ms. Healy invited the Board to the National Jr. Honor's Society induction ceremony on March 12. Mr. Booth asked if the induction would be televised and Ms. Healy said yes.

Mr. Dodge congratulated EMS faculty on the NECAP scores.

C. MARK VALLONE: ELEMENTARY SCHOOL – WRITTEN REPORT PROVIDED

Mr. Vallone reviewed his report. He reviewed NECAP results and efforts to help bring up math scores such as: item analysis, data team analysis, increased communication with the middle school, increases in staffing for math, and continuation of programs just implemented. Mr. Mylott asked what other communication there was between the middle school math team and Epping Elementary School. Mr. Vallone said that they have a 5<sup>th</sup> and 6<sup>th</sup> grade transition meeting at the end of the year. He also said that they revived the Math Committee this year.

When teachers meet at each grade level to go over test scores, weaknesses, etc., Mr. Booth asked if there was any formal report to document that and to share information about changes made between grades/staff. Mr. Vallone said that this is documented in changes in curriculum. Mr. Vallone said that he is doing an Excel spreadsheet with the names of students by test scores. This will list interventions done, extra tutor assistance, etc. and can be tracked over time. He said that grade levels are reported at staff meetings regarding what changes are made. He agreed that it is a good idea to document this.

D. NECAP RESULTS

Ms. Munsey explained that the district uses NECAP scores to determine if the work being done is reflected in the test data. The district has five years of consecutive testing for grades 3 to 8, and over this time reading proficiency has increased from 60 to 78% (above state average). Grade 11 has three consecutive years and reading proficiency has increased from 60 to 74% (above state average). The conclusion is that the work being done in reading/writing and data analysis is working as reflected in the NECAP gains. The mathematics results are mixed. She said that the same focus will need to be placed on improving math achievement. She said that the district was summarizing the math standards and would also be utilizing a State hired math consultant to develop an action plan. Mr. Mylott mentioned that, while it is important to focus on math achievement improvement, he said they couldn't lose the good work done in reading and writing. Ms. Munsey agreed.

V. POLICY

A. FACILITIES SECTION F AND SCHOOL FACILITIES USE: APPROVAL - TABLED

*Scott Booth made a motion to table approval on both policies Facilities Section F and School Facilities Use in order to review edits. Dave Mylott seconded the motion. Motion passed 3:0.*

VI. OTHER BUSINESS:

B. COPIER AGREEMENT

Ms. Williamson said that she spoke to 5 companies regarding copiers and 3 gave bid. From lowest to highest bid based on 12 months, they were: Toshiba (\$12,000), Conway (\$15,000) and Oce (\$15,250). Currently the District spends \$22,000 for this equipment with Conway, so all three vendors are less than current. In March the copier lease with GE Electric ends. Ms. Williamson said that she called references on all three vendors and most were favorable, but that one School District said that the service turn around time with Toshiba is good but that the machines often needed to be serviced so often that they had returned to using Conway for more reliable machines.

Ms. Williamson's opinion was to not change vendors/types of copiers and to stay with Conway.

Ms. Munsey said that this would still be \$7,000 less than current cost. Ms. Williamson explained that the cost of machines and copies seem to decrease each year as technology advances were made.

Mr. Mylott said that if there was a strong opposition to Toshiba, he would be inclined to lean that way but he said that the \$3,000 differential is 20% of the total cost of the proposal and that is a lot during current financial times.

Ms. Williamson said that there is a risk to having copiers that do not work in schools because of the loss of continuity and potential down time, though she agreed that 20% is a significant amount.

Mr. Mylott asked if there was an uptime clause (response by repairers within a certain time) and Ms. Munsey said that repairmen respond within 24-48 hours.

Mr. Booth suggested writing in the lease agreement that if a serviceperson comes out 3 times and does not resolve the issue, the District would get a replacement machine at no charge.

Ms. Williamson said that all 12 copiers in the district are currently leased through Conway. She said that Toshiba can offer lower prices since they have a contract with the State.

*Dave Mylott made a motion to accept the Toshiba contract for 4 copiers, writing into the lease that servicing beyond 3 times would result in the District getting a new machine at no charge. Scott Booth seconded the motion. Motion passed 3:0.*

Mr. Mylott suggested that the District pay attention to how it goes over the year so when the next 4 copiers come up for replacement and if there were problems with Toshiba, they would return to using Conway.

## C. TRANSPORTATION AGREEMENT

Ms. Williamson said that First Student, the current provider for school transportation, has asked for a three-year extension of the district's contract with them and provided several options. She said another company has expressed interest but it is in Massachusetts so the depots would be farther away. Ms. Williamson asked if the District should put out an RFP and Mr. Booth felt that it was part of policy to do so.

Ms. Williamson asked for clarification on how many kindergarten buses to include in the RFP (now there are 3). Mr. Booth suggested asking for the 3 current ones and asking for an add alternate of a 4<sup>th</sup> bus. Mr. Mylott suggested including the extra bus. Mr. Booth said it was important how the company meets the District needs regarding the location of the depot also.

Ms. Williamson said that the First Student Representative had said he would submit a formal request if there were a formal RFP drawn up. The assumption was that he would not want to increase his prices from those stated in the extension proposal.

*Dave Mylott made a motion to draw up an RFP for bus contract for 3 years (for buses more than 5 years old; older than 5 years; and all new buses). Scott Booth seconded the motion. Motion passed 3:0.*

## D. FUEL OIL UPDATE

Ms. Williamson said that on February 4, 2010, the Attorney General moved for an appointment of a receiver for Flynn's Oil and on the 5<sup>th</sup> they moved for an expedited hearing, which was granted and is scheduled for February 26<sup>th</sup> at 9 AM to determine if it would go into receivership. Mr. Dodge said a lot of people have commented on this issue. The District stands to lose about \$83,000 if Flynn does not pay back any of the prebuy. He said that the District has been doing what was necessary and purchasing oil from Buxton Oil since Flynn closed. Mr. Booth asked what the difference was between what the District lost with Flynn and what it was paying now. Ms. Williamson said that the district would need to purchase an additional \$80,000-90,000 total (which should be covered in budget). She added that all tanks have been filled recently since the price of oil is currently low.

## E. HEAD START

Ms. Munsey explained that Head Start's plans for purchasing a new facility fell through and they are now asking to continue to rent in Epping for one more year with the understanding that 2010-2011 will be their last year. She said that there should be talks with the Town about preschool, recreation and SAU needs and what to do with the old Central School building over the next few years.

Mr. Booth asked if the rent charged covered the cost of Head Start being in the building. Ms. Williamson said that the rent for Head Start has been \$8,000/year for many years. She said that oil consumption has actually gone down because of the new boiler and radiator system. Mr. Mylott and Mr. Dodge agreed that Head Start is a good program and they could provide rent for one more year. Mr. Booth said that if the cost to operate the building has decreased, perhaps they could reduce the rent to help Head Start out. He thought this could help generate revenue to the District in the long run. Ms. Munsey said that Head Start has not asked for that and they would be happy to keep the same rent cost. She said that Head Start needs more room and is looking for a bigger facility. She suggested putting together a committee when the new Board forms to look at facility needs within the Town.

Dave Mylott made a motion to extend the Head Start lease by 12 months at the same rental cost. Scott Booth seconded the motion. Motion passed 3:0.

## F. COMMUNITY MAILING

There was a discussion about the mailer including information about the Warrant Articles. Mr. Mylott said that the purpose is to advocate the District's position on the articles. Mr. Booth said that the mailing states that the District recommends that the articles pass. Mr. Mylott said that the past lawsuit had to do with political flavor but this issue is more of a statement that the Board believes the 4 articles are right for the Town of Epping. Ms. Munsey said the district's position on the articles is covered by a change in the law to include tally votes with each article in the warrant. She said the mailer is informational and clearly states that the Epping School Board and Budget Committee recommend the articles.

Mr. Booth suggested putting the sentence that states that the Board recommends all articles in bold print and maybe adding vote outcomes. Mr. Mylott agreed to at least emboldening that sentence.

Mr. Dodge asked what the cost would be to the District for the mailing and Ms. Munsey said it was \$500.

Ms. Munsey said an attorney would recommend keeping things factual.

Mr. Mylott asked where residents could find pros and cons of the Warrant Articles. Ms. Munsey said that the SAU14 Website has information under “News and Information” – “Budget Information”. She said it is also printed in the Annual Report.

Mr. Dodge liked the flyer as written but agreed with making the text bold regarding recommending articles.

*Dave Mylott made a motion to approve the community mailer with the minor change of emboldening the sentence regarding the articles being recommended by the School Board/Budget Committee. Scott Booth seconded the motion. Motion passed 3:0.*

## G. OTHER

Ms. Munsey said that Epping is one of the 35 School Districts included in the State’s Race to the Top application and that round 1 notification is scheduled for April 2010.

Ms. Munsey said that Epping has submitted interest in participating in the US DOE’s Innovation Fund i3 (to expand the implementation of and investment in innovative educational practices).

Mr. Mylott asked what performance-based assessment is. Ms. Munsey said that it incorporates things like technology for more hands-on performance district –wide. Mr. Mylott asked if the State had a resource about their guidance on this topic and Ms. Munsey thought it might be on their Website under high school reform.

There was a discussion about State student enrollments and how it has steadily been declining due to the economy and other issues such as charter schools.

Ms. Munsey spoke about legislative action. She said that it is being recommended that the State keep the current adequacy funding for the next two-year budget cycle. The issue is that removal of the funding collar will require an additional \$140 million and the State must also make up for \$160 million of American Recovery and Reinvestment Act (ARRA) funds. Altogether the State would be looking at \$300 million, which the State does not have. The idea of addressing this issue now is to make sure that school districts know their funding prior to developing the 2011-2012 budget.

Mr. Mylott asked if the District would need to pay back the grant money it gets. Ms. Munsey explained that Epping has spread the fund money over years (2/3 the first year and 1/3 the second year to lessen the impact). Ms. Williamson said that in some cases, when the fund money runs out, the District won’t need it or it was used for one-time purchases.

Mr. Mylott said that it was not always good to take free money when it is uncertain what the District is signing up for. Ms. Munsey said an example is Race to the Top funding, the criteria for which had to be sustainable projects when grant money was gone. She said Epping was prepared for that and that the district did not apply for grants that did not align with the district’s plans. She said the i3 grant is a statement of interest.

Mr. Booth said that, at the Federal level, grants are made to correct things (improve graduation rate, etc.) and Epping was going in that direction anyway.

Mr. Mylott recommended making it easier to find Warrant Article information on the school Website, including any handouts.

Mr. Mylott said that the Website should have information on the Principal search (such as timelines). Ms. Munsey said she would be putting that information on the Site.

Mr. Mylott recommended making it easier to find School Board meeting summaries on the Website.

Ms. Munsey and Ms. Williamson thought Mr. Mylott would be helpful on the Website Committee.

Mr. Mylott recommended putting more description under Upcoming Events.

Mr. Booth asked about the Principal Search. Ms. Munsey said that the applications end on February 24 and that there will be a meeting on March 4 to talk about criteria and to develop questions. Mr. Booth suggested putting that information on the Website.

Mr. Booth asked about the Principal Search. Ms. Munsey said that acceptance of applications ends on February 24 and that there will be a meeting on March 4 to talk about criteria and to develop questions. Mr. Booth suggested putting that information on the Website.

Mr. Booth addressed the topic of getting feedback on why students leave the District. Ms. Munsey said this is on her list of things to address but she wanted to wait until School Board elections are over. She said this valid concern is happening at the State level as well.

Mr. Booth spoke about problems a certain school in R.I. is having as a failing school and being required to remove school staff and he noted that Epping could be worse off. Mr. Dodge said that it is easy for citizens to jump to conclusions but he said that the Board makes tough decisions, cuts, etc. Mr. Dodge made reference to a comment made by a citizen, Mr. Killen, who gave the School Board an "F-" rating for communication.

Mr. Dodge asked if the 2010-11 school calendar had been approved. Ms. Munsey said not yet but it should be done in March.

Mr. Dodge said the Board got a thank you card from the family of Cynthia Croteau who had passed away.

Mr. Dodge said that Candidate's Night would be next Wednesday at 7 PM.

## **VII. NEXT MEETING: MARCH 4, 2010**

## **VIII. NONPUBLIC SESSION: RSA 91-A: 3, II (PERSONNEL) ADJOURNMENT**

*Greg Dodge made a motion to enter into nonpublic session at 9:27 PM and adjourn immediately thereafter. Scott Booth seconded the motion. Motion passed 3:0. Roll Call.*

Respectfully submitted,  
Susan Perry, Epping School Board Secretary

EPPING SCHOOL BOARD NONPUBLIC MINUTES  
FEBRUARY 18, 2010

The Epping School Board met in nonpublic session immediately following the regular meeting in the Epping Town Hall. In attendance were School Board Members Gregory Dodge, Dave Mylott, and Scott Booth and Superintendent Barbara Munsey.

The Board was updated on student and personnel issues.

Gregory Dodge made a motion to exit nonpublic session, seconded by Dave Mylott. The motion passed 3-0 and the Board entered public session at 10:17 pm.

No action was taken.

Gregory Dodge made a motion to adjourn, seconded by Dave Mylott. The motion passed 3-0 and the meeting was adjourned at 10:17 pm.

Respectfully submitted,

Barbara D. Munsey