

EPPING SCHOOL BOARD MINUTES
EPPING TOWN HALL
July 16, 2009
7:00 PM

I. CALL TO ORDER

Chairman Greg Dodge called the meeting of July 16, 2009 to order at 7:00 pm (after a non-public session re. legal and personnel at 6:30PM) with the Pledge of Allegiance. In attendance were: School Board members Greg Dodge, Susan Kimball, and Dave Mylott; Superintendent Barbara Munsey and Business Administrator Martha Williamson.

II. APPROVAL OF MINUTES

A. PUBLIC MINUTES FOR JUNE 4, 2009

Susan Kimball made a motion to approve the public minutes for June 4, 2009 as amended. David Mylott seconded the motion. Motion passed 3:0.

B. PUBLIC MINUTES FOR JUNE 18, 2009

Susan Kimball made a motion to table the public minutes for June 18, 2009. David Mylott seconded the motion. Motion passed 3:0.

C. NON-PUBLIC MINUTES FOR JUNE 18, 2009

Susan Kimball made a motion to approve the non-public minutes for June 18, 2009 as amended. David Mylott seconded the motion. Motion passed 3:0.

D. PUBLIC MINUTES FOR JULY 6, 2009

Susan Kimball made a motion to approve the public minutes for July 6, 2009 as written. Dave Mylott seconded the motion. Motion passed 3:0.

III. MANIFEST

Dave Mylott made a motion to approve Manifest #2 dated July 16, 2009 in the amount of \$903,103.84. Susan Kimball seconded the motion. Motion passed 3:0.

IV. FINANCIAL BUSINESS

C. END OF YEAR

Ms. Williamson reviewed end-of-year financial business.

There was a discussion about late fee assessment for bills not paid by the School District on time because of manifest signing dates. Mr. Dodge asked for a list of vendors that offer discounts if paid earlier. Ms. Williamson said that she would provide such a list.

Ms. Williamson said that the forecast increased from \$378,000 to a remaining fund balance of \$477,000. This was due to fuel expenses in May coming in \$17,000 lower than originally expected and there was \$80,000 savings in the estimated unspent supplies/equipment line. Ms. Williamson said that money left at the end of the year is usually used to address projects needing to be done that were not budgeted for. She requested that \$50,000 be used by Food Services to address high school cafeteria needs including replacing a 1979 freezer at approximately \$20,294 and a 40-year old range.

Mr. Dodge asked if headway was being made in the food service department. Ms. Williamson said that only \$2,500 was lost last year in this department in comparison to tens of thousands and she expected to have a profit next school year.

Mr. Mylott asked if any of the items requested by the food service department were included in the list of safety items that the Board previously approved. Ms. Williamson said yes but that the range had been approved from the food service fund. She said that bills received in June for May purchases had added unexpected expense so the fund no longer had enough to pay for the range from its year end fund.

Ms. Kimball agreed it was logical to replace necessary items in the food service department now while funds are available.

Susan Kimball made a motion to transfer \$50,000 from the general fund balance to the food services account. Dave Mylott seconded the motion. Motion passed 3:0.

Susan Kimball made a motion to approve the expenditure of funds not to exceed \$50,000 to purchase new food service equipment. Dave Mylott seconded the motion. Motion passed 3:0.

V. SCHEDULED GUEST: JAMES MCGEOUGH RE: EPPING PUBLIC TELEVISION

James McGeough approached the Board and spoke about the possibility of coordinating with the School District to have students work with Epping Public Television. The goal is to expand programming on EPTV, airing such programs as “Principal’s Corners” and concerts. Ms. Munsey said that in tonight’s packets, there were job descriptions for an EPTV District Coordinator, High School Video Club Supervisor and Co-Curricular Supervisor as well as proposed ETV responsibilities for the district and a budget breakdown. Ms. Munsey said that \$5,500 was budgeted for communication purposes.

Mr. McGeough noted that he is one of 5 Selectmen and that the Board had not voted on anything but they want to be proactive to increase programming on EPTV to eventually have a second station on the air as well.

Mr. Dodge asked who would oversee this program. Mr. McGeough said that a teacher would not be necessary to be with students who work with EPTV and that Dean Shankle, Town Administrator, would be present and would know who came in/out. Mr. McGeough said that code of conduct and particulars would be worked out ahead of time.

Ms. Munsey noted that offsite liability insurance for students could be provided.

Ms. Munsey said that students would not videotape meetings but would be given an educational component.

Mr. Mylott appreciated Mr. McGeough addressing the Board and he said that he thought a lot could be done. Mr. McGeough said that Ms. Munsey would meet with Coordinators to consider what needs to be covered and how it would be evaluated. Mr. McGeough said that other Districts had students go on the air to talk before meetings. Mr. McGeough said that Epping should take advantage of what it had.

Mr. Mylott asked if resources would be available. Mr. McGeough replied that the camera situation (in field vs. in station) might slow things but that financially, they were ready to do this project and that the EPTV staff of 8 was a sufficient number. Ms. Munsey said that logistics about the project would be done over the summer.

Greg Dodge made a motion to have the School District support the concept of working on Epping Public Television expansion as presented by Barbara Munsey and James McGeough. Dave Mylott seconded the motion. Motion passed 3:0.

VI. FINANCIAL BUSINESS (CONT'D)

A. RETIREMENT RATES

Ms. Williamson brought up the issue of an unbudgeted increase in retirement rates for the school district beginning July 1. Mr. Dodge recused himself from the discussion and Ms. Kimball was assigned as presiding officer. On July 2, 2009, State legislation passed increasing retirement rates on the employer side to counter a reduction in State funding, which will result in an additional \$30,000 in retirement expense for Epping in 2009-2010. Ms. Williamson noted a letter she received over a year ago from the New Hampshire Municipal Association and Local Government Center saying they would contest any reduction of state funding for retirement. Based on that letter, Ms. Williamson said that Epping School District had given Local Government Center approximately \$1,600 for litigation if this should happen. Ms. Williamson said she anticipated that LGC would now litigate to get the latest legislation reversed.

Ms. Williamson asked if, when sending payment to the NH Retirement System, it should be noted that Epping School District was "paying under protest". Mr. Mylott said he felt the Board needed to know more about the new legislation before making a decision on this.

Dave Mylott made a motion to table the Retirement Rates issue until the next School Board meeting. Susan Kimball seconded the motion. Motion passed 2:1 (abstention from Greg Dodge).

VII. FACILITIES

A. MOWING QUOTES

Ms. Williamson said that there were 3 quotes for mowing the fields and 3 quotes for buying a large tractor.

Mr. Dodge noted that Mr. Patton had asked for the bids to determine whether it would be more efficient to purchase a tractor. Ms. Kimball noted that buying a tractor had been discussed for several years and that it seemed logical and beneficial to the District. Mr. Mylott agreed from a taxpayer's standpoint. Ms. Kimball noted that, according to the bids received, the tractor cost would pay for itself within 3-4 years.

Ms. Kimball noted that the tractor quotes included add-ons that would enable the tractor to perform many jobs such as snowblowing in places where plowing was not feasible. She said that this would help the efficiency of the custodial staff.

Dave Mylott made a motion to allow the District to purchase a tractor not to exceed \$35,000, leaving George Kimball to decide what is necessary. Susan Kimball seconded the motion. Motion passed 3:0.

Dave Mylott made a motion not to move on contracts for mowing lawns. Susan Kimball seconded the motion. Motion passed 3:0.

B. SUMMER HELP HIRING PROCESS

There was a discussion about posting summer/seasonal help positions.

It was explained that concerns were raised by community members about the process used. It was acknowledged that the district posted the seasonal position and developed a job description and that was a step forward. However, being that a relative of a school board member was hired for one of these positions, there was still the perception in the community that the process was not fair. Ms. Williamson noted that there were about 60 applicants for one of the three seasonal custodial positions. All applications were reviewed. Two applicants that were hired last year were rehired this year.

Mr. Mylott spoke about the importance of showing fairness from the beginning and that especially in difficult financial times all applicants should have the same consideration going into the process. Ms. Kimball on the other hand thought that it was beneficial to the district to hire people with experience in the position as with this case in which two of the three seasonal positions were filled with rehired candidates. Mr. Dodge questioned the practice of hiring for seasonal help that is should be clear upfront if the hires would be rehired the following year subject to their performance. Ms. Williamson responded that in this case the district really only had one opening as two individuals were rehired due to their work performance and one of them was related to a school board member. Ms. Munsey paraphrased the discussion to state that it appeared that the consensus was that these positions were seasonal and rehiring was not guaranteed meaning that all candidates would have an equal opportunity for hiring. If this was the case then the district needed to revise the job description to state this. She then stated that the administration would rework the job description for a future meeting.

C. TRUCK LETTERING

Ms. Williamson said that the original proposal did not include lettering the facilities truck and that the cost was minimal. Mr. Dodge replied that the district should be proud of the new truck and recommended that the district proceed as the cost was minimal. By consensus the Board agreed.

VIII. OTHER

A. SCHOOL BOARD GOALS

Ms. Munsey recommended that the goals remain the same as last year and could be discussed with

the full School Board at the work session on July 23, 2009. She said this was the first year of putting structures in place and that focus would be on implementing them further next year.

B. RAYMOND COMMUNICATION

Ms. Munsey provided the board a letter from the Raymond Committee for Cost Savings regarding their coordinating contractual services in their town to save money. Ms. Munsey said that she would be contacting Raymond's Superintendent and would report back to the Epping School Board.

C. Ms. Munsey nominated Phillip Loud as EHS math teacher and discussed his credentials. She also provided a request for retirement of Diane Thibeault.

Greg Dodge made a motion to approve the nomination of Phillip Loud for EHS math teacher. Dave Mylott seconded the motion. Motion passed 3:0.

Greg Dodge made a motion to accept with pleasure the retirement of Diane Thibeault. Dave Mylott seconded the motion. Motion passed 3:0.

D. HANDBOOKS

Ms. Munsey said that she would be sending handbook edits, with tracking, to School Board members via email.

E. FACILITIES

Ms. Kimball asked to add the Facilities Use Report on the agenda for another night.

F. NON-PUBLIC MINUTES

Mr. Mylott noted that he had suggested in May to put non-public minutes online with the other minutes. Ms. Munsey said that she was waiting to do this until the new website was launched. The design template for the District Website main page was finished this week and items would be added to the new system. She said that the School Board will have individual Web pages.

G. COMMUNICATIONS

Mr. Dodge noted that the Board got thank you cards from Judi Phelps and Pamela Chaffee for the retirement reception and plaques.

IX. NEXT MEETING: WORK SESSION JULY 23, 2009, at the SAU, 6 PM

X. PERSONNEL: EXIT INTERVIEWS

Mr. Mylott suggested discussing establishing a policy to have the School Board interview teachers leaving the District at the work session.

XI. NON-PUBLIC SESSION: RSA 91-A:3, II

At 8:40 PM, Greg Dodge made a motion to go into non-public session per RSA 91-A:3, II, and to adjourn immediately thereafter. Dave Mylott seconded the motion. Motion passed 3:0.

XII. ADJOURNMENT

Respectfully submitted,
Susan Perry,
Epping School Board Secretary

EPPING SCHOOL BOARD NONPUBLIC MINUTES
JULY 16, 2009

SESSION A – At 6:47 pm Gregory Dodge made a motion to enter nonpublic session per RSA 91-A:3 II a and b, seconded by Dave Mylott. The Board entered nonpublic session with a 3-0 vote.

In attendance were School Board Members Gregory Dodge, Dave Mylott, and Sue Kimball, Business Administrator Martha Williamson, and Superintendent Barbara Munsey. The meeting was held in the Epping Town Hall. The Board discussed a personnel matter and received an update on a legal matter.

Gregory Dodge made a motion to exit nonpublic session, seconded by Dave Mylott. The motion passed 3-0. By consensus the Board approved the personnel contract for Dick Marcotte as presented by the Business Administrator.

The Board entered the regular meeting scheduled for 7:00 pm.

SESSION B – At 8:42 pm Gregory Dodge made a motion to enter nonpublic session per RSA 91-A:3 II a, seconded by Dave Mylott. The Board entered nonpublic session with a 3-0 vote.

In attendance were School Board Members Gregory Dodge, Dave Mylott, and Sue Kimball, Business Administrator Martha Williamson, and Superintendent Barbara Munsey. The meeting was held in the Epping Town Hall. The Board discussed a personnel matter.

Sue Kimball made a motion to exit nonpublic session, seconded by Dave Mylott. The motion passed 3-0. By consensus the Board requested to speak with Teacher Jen Fitt to receive feedback on the district. This was in follow up to the public discussion about the Board conducting exit interviews with staff resigning from the district. The Superintendent was not requested to attend the exit interview.

Sue Kimball made a motion to adjourn, seconded by Dave Mylott. The meeting was adjourned at 9:01 pm.

Respectfully submitted,

Barbara D. Munsey