

**APPROVED MEETING MINUTES**  
**Thursday, August 4, 2022, 7:00 PM**  
**EPHING SCHOOL BOARD**  
**Epping Town Hall/ Epping TV Channel 22/Zoom**

**CALL TO ORDER**

Chair Heather Clark called the meeting to order at 7:00 pm with the pledge of allegiance.

In attendance: Chair Heather Clark, Member Ben Leavitt, Member Robin O'Day, Member Julie Knight, Superintendent Furbush, and Business Administrator Christine Vayda.

**SCHEDULED TOPICS**

a. EES, EMHS, Employee, and Substitute Handbooks Approval

Mandy discussed the EES Handbook. She listed out what changes have been made. They switched the word "principal" to "building administrator". They updated the schedule in the handbook since there will be a set morning planning block. They added in a section that reminds parents to remain in their vehicles during pick-up and drop-off. The elementary school will be moving to trimesters instead of quarters. She listed out the benefits of this. At this time, EMHS will be sticking with quarters. Julie is worried that it is a longer time to wait if a student is struggling. Mandy reiterated that teachers will continuously be updating progress. They updated the food service section since food will no longer be free this year. They generalized the dress code section. Heather would like a calendar added to the Handbook. Heather listed out some suggested edits. Ben asked about the delay/cancellation notices, and Superintendent Furbush said that 6 am will be the latest that he'll make his announcement. There is still the potential for both remote snow days and regular snow days this year; they will update the Handbook to reflect this. Ben pointed out the inconsistencies among the staff emails and suggested creating email aliases; they will talk to Thomas about it. They will also update the staff directory.

The EMHS team wants to make sure student voice, privileges, among other things are priorities for this year. Chris, EMHS Principal, went through changes to the Handbook. They updated wording around performative assessments. They updated the plagiarism policy. They updated the wording around electronic devices. They also updated the dress code wording. They created a new section for Remediation. They also updated the section on extended absences to put more responsibility on the student. There was a discussion about visitors and increasing safety protocols. There was also a discussion about student privileges. Next year, students will most likely not be allowed to drive to SST. They will switch the wording around eligibility for privileges in terms of which term eligibility is based off of. They updated the language around the age of guests at dances and proms. There was a short discussion about summatives. Heather listed off her suggestions and edits. Julie would like parents to have the option to request printed menus and progress reports. EMHS will now require student drivers to prove that they are an insured driver.

**Member Robin O'Day made a motion to approve the EES and EMHS Handbooks with revisions. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

Superintendent Furbush quickly went through the updates that were made to the Employee Handbook. They will be implementing a system that allows staff to communicate with and message students, when necessary, without providing the student with the staff member's phone number. Thomas discussed this in more detail. There will be one software that is utilized district wide. The Tech team will opt everyone into one method, and people will have the option to choose an additional communication method as well. The Administrative team is putting together tutorial instructions for how to take time off, access specific resources, etc. Heather went through her suggested edits. She wants to make sure that the handbook lines up with their practices. Ben asked a clarifying question about a policy regarding school bus drivers.

**Member Robin O'Day made a motion to approve the Employee Handbook with revisions. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

Heather gave her suggested edits for the Substitute Handbook.

**Member Robin O'Day made a motion to approve the Substitute Handbook with revisions. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

## **POLICY**

### **a. JLCA - Immunization, Physical Examination, And Other Requirements - 2nd/3rd Read**

Superintendent Furbush reiterated that there was a law change that no longer requires a notary when a parent requests/changes immunization records; the policy has been updated to reflect the change in law.

**Member Julie Knight made a motion to approve Policy JLCA - Immunization, Physical Examination, And Other Requirements as presented. Seconded by Member Robin O'Day. VOTE: 4-0. Motion carries.**

### **b. JLDDB - Suicide Prevention - 2nd/3rd Read**

Superintendent Furbush stated that there was a law change that requires the suicide prevention hotline number to be listed on all grade 6-12 student IDs. The ID provider has confirmed that this will be included this year.

**Member Robin O'Day made a motion to approve the Policy JLDDB - Suicide Prevention as presented. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

## **PERSONNEL**

### **a. Nominations:**

- Karen Betts - Preschool Teacher
- Ashley Bowers - Interim Kindergarten Teacher

- Rebecca Callahan - Gr. 3 Teacher
- Jennifer Mirra - Gr 2 Teacher
- Susan Miville - Gr 4 Teacher

**Member Robin O'Day made a motion to approve the nominations listed above. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

Superintendent Furbush also noted that Kate Yates will be moving into the Title I Coordinator position.

## **REPORTS**

a. Principal Reports  
None

b. Superintendent's Report

Superintendent Furbush mentioned that the Board Retreat agenda has been posted and features mostly goal-setting. The work on the parking lot has been completed and looks great, and the custodians have been painting and tending to some areas that needed attention. They are ready and excited to welcome back students on the 29th.

## **FINANCIAL BUSINESS & DISTRICT SERVICES**

a. Financial Report

Christine stated there is no change to the Financial Report currently. They are still in the process of wrapping up the financial audit, which will hopefully be completed by the next meeting. The MS25 form has been started, and the budget process will be starting Monday.

There was general discussion about the energy efficiency upgrade proposals.

## **APPROVAL OF MINUTES**

a. Public Minutes of July 21, 2022

**Member Robin O'Day made a motion to approve the Public Minutes from the July 21, 2022 meeting as amended. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

b. Non-Public Minutes of July 21, 2022

**Member Robin O'Day made a motion to approve the Non-Public Minutes from the July 21, 2022 meeting as presented. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

## **MANIFEST**

a. Payroll Manifest

b. Accounts Payable

These were moved to the August 18th meeting.

### **PUBLIC COMMENTS**

None

### **BOARD COMMENTS/OTHER**

Heather mentioned that there is currently an open position on the School Board. Anyone who is interested in the position needs to fill out a letter of intent and email it to [esb@eppingsd.org](mailto:esb@eppingsd.org) or drop it off in-person at the SAU office by 5:30pm on Monday the 8th. Interviews will be held at the Elementary School Media Center at 5:30pm on Tuesday the 9th. Heather also gave a shoutout to Joe Parzych and his team for all their hard work on the SAU building and the football locker rooms.

Ben asked Christine if she would be able to share the timeline for affiliated organizations to get their paperwork in. Christine is still working on the contracts and expects to get them back by 8/22.

### **NEXT MEETING TO BE SCHEDULED**

a. August 18, 2022 regular meeting

**NONPUBLIC SESSION: RSA 91-A:3, II (a)** Non-Public Meeting **is not scheduled** for August 4, 2022 following the public meeting.

### **ADJOURNMENT**

**Member Robin O'Day made a motion to adjourn the meeting at 9:41 pm. Seconded by Member Julie Knight. VOTE: 4-0. Motion carries.**

Respectfully submitted,

Dagny Wilkins

School Board Secretary