

MEETING MINUTES
EPPING SCHOOL Board
October 18, 2018 – Town Hall
7:00 pm

CALL TO ORDER

Vice Chair Deborah Brooks called the school Board meeting to order at 7:02 pm with the Pledge of Allegiance.

In attendance: Vice-Chair Deborah Brooks, Members Ben Leavitt, Nicole Carleton, Heather Clark and Business Administrator Bonnie Sandstrom. Chairman Dave Mylott and Superintendent Valerie McKenney were absent.

SCHEDULED GUESTS

a. Teachers Molly Chiarantona and Jen Jacoby presented a slideshow of their proposed four day trip to Quebec in May of 2019 to the Board. A sample itinerary of the four day trip was discussed and how they will use the same travel company as in the past and although they would be missing two days of school, the students would be expected to make up their missed work. The Board questioned the cap of 32 students attending. The teachers stated that seniors and juniors would be selected first to go and it would be first come first serve up to 32 students. They also ensured the Board that the students who will be attending will be in good academic standings. They reviewed the cost and proposed payment plans. This trip would not conflict with any major sporting activities. The Board felt that this trip sounded exciting and covered a wide variety of activities as well as its educational components. Various teachers will be attending and no parental chaperones would be needed.

Member Heather Clark made a motion to approve the trip to Quebec in May 18-21, 2019. Seconded by Nicole Carleton. 4-0. Motion carries.

b. School Resource Officer Russ Hero on School Safety Update: Officer Hero said that this year has been a good year. All teachers in all the buildings are working together and the Memorandum of Understanding was reviewed and approved. He said that during their review they crossed off a couple of older items. Officer Hero is still teaching the DARE program. Vice Chair Deb Brooks asked if he plans to meet with each principal weekly as stated in the memorandum. Officer Hero stated that although he does not have a weekly sit down with each principal, he is in constant contact with them every day and that they all work together. Sometimes there are multiple meetings a week when needed. Heather Clark asked if there were any vaping issues at the high school that need to be addressed and Russ Hero said that vaping is an epidemic and it is everywhere and that the recent parent and student information nights about the harmful use of vaping products was helpful.

Officer Hero said that the biggest problem right now is tardy students. He makes sure that he is visible to the students without disrupting their class time. Russ said that he learns more about the students by attending school activities like Nature's classroom. That was a great experience and he would gladly attend a high school trip if needed. Nicole Carleton asked about the dropping off of students particularly in the elementary school. Russ said that this year it is better and this might be due to more kids taking a bus. There are still traffic issues with parents picking up their students in the afternoon. The Board thanked Russ for his work as the School Resource Officer.

Member Heather Clark made a motion to approve the 2018 -2019 Memorandum of Understanding between the Epping School District and the Epping Police Department. Seconded by Ben Leavitt. 4-0. Motion carries.

- c. Don Nichols created a presentation to discuss the Capital Improvement Plan. Don stated that he had met with Superintendent Val McKenney and Business Administrator Bonnie to go through the CIP. Don presented a slide presentation starting with recent achievements and improvements which were the elementary school HVAC project; improvements on security and life safety; evaluating the efficiency of cleaning system and procedures. The current company where Don purchases his cleaning chemicals came in to evaluate the building free of charge and looked at the square footage, etc.. They will make recommendations to help Don improve efficiency and save money.

Next Don presented his immediate building needs such as the middle school gym floor where he showed a picture of the floor paint separating from the sub flooring. The floor is original to the school which was built in 1968. The Board and Mr. Nichols spoke about the expected life expectancy, safety concerns and the time it would take to fix the flooring. The next building need was the flooring in the elementary school cafeteria and wings starting with kindergarten. He showed a picture showing that the floor is breaking down and forms divots with dots of dirt. He said that currently they have been patching and have had to replace the tiles that are a different color. Don said that the condition of the floor is due to continued wear and tear and he estimated the cost to be in the vicinity of thirty five thousand dollars to replace.

His final need is to replace the high school HVAC system with the same type of HVAC system that was installed in the elementary school. Don presented pictures of the boiler room which has eight boilers that are 32 years old. Only six of the boilers work and he explained that in today's standards the boilers are considered outdated. The lifespan is between 20 to 25 years, and they are seven years over their life expectancy. He is currently doing repairs to keep them going and that the controls have not worked. The maintenance department has to turn the boiler on manually each day to start them which wastes a lot of energy.

Ben Leavitt questioned if the controls were not compatible with the unit and Don said no, and that it's just that the system is older. The Board had various questions for Don such as the extra time it takes for the maintenance department to do the manual start. Currently Don has three staff members capable of controlling the boilers. This issue only affects the high school.

Don also presented what he considers to be on his radar which is the SAU District Office roof. The slates are cracking and weathered and pieces have been falling off the roof. The roof has reached its lifespan of seventy five to one hundred years. Heather asked Don if he would re-do with slate again and he said no and that he would look at man made products or a shingle roof to keep with the style.

Next on his radar list was the high school cafeteria flooring. Tiles are cracking and separating from shrinkage. He is also looking at the current 2003 truck that maintenance uses which has 92k hard miles. He said the truck bed is rusted and that he would consider replacing it with a used truck. Ben asked if the truck was being used for plowing and Don said that it is used for sanding and salting.

Don also mentioned non-specific gender bathrooms and that currently there is only one in the elementary school. The Board discussed current bathrooms in the high and middle school that they thought were single use and thanked Don for bringing this concern forward to them. Don will look into options of using current bathrooms in the building and converting them to gender neutral restrooms as long as they are able to be locked.

Don continued a discussion about the ceiling in the high school and showed pictures of the different ceiling heights and the exposed sprinkler heads and heating pipes. Don shared his CIP priorities. First was the elementary roof replacement and the second would be the additional space at the elementary school. He feels that it would be a good investment for the school and town and this would free up space in the cafeteria and gym.

Next priority was the high school HVAC which he is finding it hard to have repaired and parts are harder to find. Heather wanted to understand if Don wanted to replace the entire system with something that is remotely manageable the same as the HVAC system that was put in the elementary school. She also wanted to know if any of these items were in particular order. Don said the elementary roof would be first, then the HVAC system in order to protect the schools' assets. Lastly Don presented his wish list of four items:

1. To have district wide one-access control and a new key system with one master key. He would like to see a better system for tracking who has keys. This would tighten up security.

2. Lighting controls and LED upgrades for interior and exterior lighting. Some LED upgrades have been started and he has been working with Eversource for discounts. Heather asked if he had to write a grant and Don said that what he will do is present a project and show it to Eversource and they will help with the cost by obtaining rebates. Don has contacted Eversource with the elementary HVAC project and is waiting to hear back about a possible rebate for the project.

3. A sports complex with a locker room, bathroom and concession stand for fields and to get rid of portable bathrooms.

4. An access road off the parking lot leading to the maintenance and athletic sheds. The trucks have problems getting to the sheds in the spring time due to the amount of mud.

Ben asked Don about the key system and if we can use part of the system that we currently have. Don said the systems right now are antiquated and that the server in the elementary school crashed and technology staff had to rebuild the system. This made it labor intensive to make fobs. There is no support available for this system.

Don showed his 2019-2020 budget slide that focused on upgrading the field behind the district office and the reconfiguration of the office space in the district office. Don had a local contractor come to look at the space and is waiting on the cost for the quote. Dons' recommendation is to use surplus funds if available to replace the carpet in the elementary library which is too old and worn to be cleaned properly. He also said to remove the paving project from the CIP plan and make it a budget item of \$75,000 annually.

Ben Leavitt asked Don what he has found as trouble areas in the parking lots and Don said the area he was concerned about is behind the elementary school and that there are a lot of walkways that the students use. Also the big parking lot out front where holes are an issue. Heather asked about the sheds and what is being stored in them. Don said that they do not store anything from the elementary schools. Ben asked if there is any room available and Don said that you would not want to store anything from the elementary school in these sheds because they house lawn mowers, etc. and the other one is athletics.

Heather asked about safety issues and the way that the public enters the school. Don said that there is a model that works in the middle school and that this can be done in the high school. This general drop off area for parents to leave items in a bin would keep parents from needing to enter into the second door. Safety of our student and staff are at the front line. Deb Brooks and the Board thanked Mr. Nichols for his thorough report and are looking forward to looking at his 2019-2020 budget proposals.

STUDENT REPORTS

- a. Student representative Rachel Martin updated the Board on the upcoming events for students which included that on Nov 27th seniors have an early application day and they can apply to in state colleges for free. Mrs. Morin from the guidance department is meeting with students individually. There will be a college financial aid night for parents on November 1, 2018. Juniors are taking optional SATs on October 24th and most clubs are meeting including the prom committee. Senior night for girls and boys soccer was this evening and the girls' team won. There was also a Volleyball game on October 12, 2018.

Deb appreciated Rachel speaking about and how the gym was decorated in pink as well as the players for breast cancer awareness month. Heather Clark stated that she had attended the parent competency informational nights and asked Rachel what her thoughts were on it from a senior's perspective. Rachel said that she understands more about it and students were hesitant at first, but that teachers and students are understanding and accepting it now. Heather wanted to know if students still had questions and Rachel said that their questions are being answered to the best of their ability and they have been clarifying the grading system. Teacher are giving students the opportunity by know what is expected of them to be exemplary.

PUBLIC COMMENTS:

- a. None.

POLICY:

- a. Policy IKF – High School Graduation Policy-Second/Third Read
Deb Brooks stated that the Superintendent had made the necessary changes and that Val will need to add an “s” to the word “Studies”.

Member Heather Clark made a motion to accept Policy IKF High School Graduation Policy as proposed. Seconded by Ben Leavitt. VOTE: 4-0. Motion carries.

PERSONNEL

- a. None.

SCHOOL ADMINISTRATOR REPORTS

- a. **Special Olympics New Hampshire** – Bonnie stated that Principal Ernest provided information and was seeking approval on this trip that that Unified Arts Team wants to go on. The trip will be November 29th to the 30th. Heather Clark asked how many students would be attending. Bonnie did not know this number, but that this trip is held yearly at Waterville Valley.

Member Heather Clark made a motion to accept the Special Olympics trip as proposed. Seconded by Nicole Carleton. VOTE: 4-0. Motion carries.

b. **Superintendent's Report** – Heather spoke regarding the parent competency nights and that every parent's question was answered. Comments at the meetings were similar for the high and middle school meetings. One common concern from parents was the inability to see Powerschool information on their mobile device. The school will work to get this resolved. At the high school meeting, four NH colleges, UNH, Rivier, SNHU, and Plymouth State were present to answer parents' questions on how competency based education affects them. There were about 24 attending the middle school night and about 36 at the high school night.

c. **Committee Reports:**

Nicole - None.

Deb - Val McKenney is the new Board chair for SST.

Heather – Middle school PTO has the final weekend for their Savers fundraising; Haunted Acres in Candia is on Sat, Oct. 27th and looking for volunteers; a budget committee meeting was held last night; and LOBD is meeting in a week. Move-a-thon fundraiser at the elementary school was a great event and they are still counting the pledges and she thanked all the volunteers and sponsors.

Ben – Monster Mash is coming up on the 26th of October; a few areas are looking for volunteers; next PTO meeting is the first Monday of November.

FINANCIAL BUSINESS & DISTRICT SERVICES

a. Bonnie asked the Board to sign the revised DOE-25 and the MS-25. Both forms are financial reports for the 16-17 year. During the audit the auditor noticed that the encumbrances are not carrying over correctly. An additional \$100,000 is going back to the town. Heather asked if there are any issues at the State level with sending in a amended form and Bonnie answered no, but that they do need to be re-signed and that they need them in order for them to calculate the tax rates. Bonnie asked the auditors how to avoid this again and they showed her what to look at and to properly make an entry and this should not happen again. Bonnie said we have a fund balance of \$565,000 now after saving \$200,000 for the capital improvement. The Board needed to vote to retain \$200,000 dollars from 17-18 fund balance.

Member Heather Clark made a motion to retain Two Hundred Thousand Dollars from the 17-18 fund balance into the fund balance of 18-19. Seconded by Ben Leavitt. VOTE: 4-0. Motion carries.

Bonnie stated that she has given the Board a financial report from last year. Bonnie said most of the savings from last year came from personnel and benefits. Medical insurance came in less than the maximum guaranteed rate. Change of personnel and a savings in transportation. Heather asked Bonnie about the challenges with school buses. She said a parent wanted to know if a robo-call could go out to parents. Bonnie said that the district is working on it. Discussion continued about bus issue notifications and students getting to school too late. There will be changes for the schedule of bus 3 and parents should

have received an email. Nicole said that the notification has gone out to parents but that parents are under the impression that their child should be at their stop fifteen minutes earlier. But that parents should have their child at their stop at the original time as at the beginning of the year.

APPROVAL OF MINUTES

Correction needed to be made on page two and to Tyler Nektons' name.

Member Ben Leavitt made a motion to accept the minutes as adjusted. Seconded by Nicole Carleton. VOTE:4-0. Motion carries.

MANIFESTS

a. Payroll - No discussion.

Member Heather Clark made a motion to approve payroll #8 in the amount of \$555,315.20. Seconded by member Ben Leavitt. VOTE: 4-0 Motion carries.

b. Accounts Payable - No discussion.

Member Heather Clark made a motion to approve accounts payable manifest #8 in the amount of \$390,012.17. Seconded by member Ben Leavitt. VOTE: 4-0 Motion carries.

NEXT MEETINGS TO BE SCHEDULED

- a. October 22nd – 6:00 at the Town Hall – Budget Work Session #1
- b. October 24th – 6:00 at the Town Hall – Budget Work Session #2
- c. October 18th, 2018 – 7:00 PM - Regular School Board meeting and Budget Work Session #3.

COMMENTS/OTHER

Heather Clark wanted the public to know that the budget meetings being held at the town will be filmed and that the public is welcome to attend.

ADJOURNMENT

At 8:59pm the meeting adjourned.

Member Heather Clark made a motion to adjourn the meeting. Seconded by Ben Leavitt. VOTE: 4-0. Motion carries.

Minutes submitted by,

Christine Cue
Acting School Board Secretary