

## **APPROVED MEETING MINUTES**

**EPPING SCHOOL BOARD - LIVE/ZOOM/Epping TV Channel 22**

**Epping Middle School Gym Academy, Epping, NH 03042**

**September 3, 2020**

**School Board Meeting - 7:00 pm**

### **CALL TO ORDER**

Chair Deborah Brooks called the meeting to order at 7:05 pm with the pledge of allegiance.

In attendance: Chair Deborah Brooks, Vice Chair David Mylott, Member Heather Clark, Member Ben Leavitt, Member Robin O'Day, Superintendent Furbush, and Business Administrator Bonnie Sandstrom.

### **SCHEDEDULED GUESTS**

a. Return to School - EES Heather Cantagallo, EMS Coby Troidl, EHS Brian Ernest

Superintendent Furbush thanked the administrative team. He also said that he is proud of the teachers and all their hard work with setting up their classrooms. Principal Ernest welcomed everyone back. The school year will start in Phase 3. He reiterated the opening dates for in-person and remote students. The principals thanked and recognized numerous people. Principal Troidl said very kind words about Superintendent Furbush.

At the high school level, the first day of school for students with last names starting with A-L will be on 9/9. The first day of school for students with last names starting with M-Z will be on 9/10. All students except for Kindergarten will be in-person on 9/11. He reiterated when the PD days will be. He discussed the updated arrival and dismissal procedures; the high school will use Prospect Street only. He discussed how breakfast and lunch will be handled. Students will need to pre order lunch. He stated that all doors at the high school will be open to avoid large groups of people at a single door. Students will still be able to attend SST. Grades 11 and 12 will have open campus privileges. Cell phones will be allowed for certain purposes. Remote learning

includes numerous options. Masks will always be required except while eating lunch and during teacher assigned mask breaks. Additionally, foot traffic will be moderated.

At the middle school level, Principal Troidl said that they're trying to do what's best for the students. She discussed what the remote learning options look like. Principal Troidl and the district are very dedicated to helping families through this process. She also discussed the arrival and dismissal procedures which will occur on Academy Street alongside the high school. Both middle and high school students traveling together can be dropped off at the same time in order to help out parents. Three different entrances will be used for the different grade levels.

Breakfast will need to be preordered. Morning meeting groups will be used frequently. Students will have 30 minutes of outdoor time after lunch. Teachers are learning how to plan for a 90-minute block. Students will be allowed to use their cell phones with teacher permission.

At the elementary school level, Principal Cantagallo thanked her staff for bringing her up to speed. She also discussed the arrival and dismissal procedures noting that parents should stay in their cars. Lunches will be delivered to the classrooms. Lunch and recess will be staggered. For breakfast, they'll have a grab and go setup. They are being creative with the use of toys and making more space in the classrooms. Some modifications have been made to the unified art schedule. Remote learning options will vary by grade level. There will be designated remote learning teachers. K-2 has the highest level of remote students. Pre-K is ready to roll on 9/9. The Kindergarten screening is coming up. The first full day of Kindergarten will be on 9/16.

Principal Ernest thanked Don Nichols for his tireless work and wished him well.

A parent asked if high school students will have any outside time. Principal Ernest said that it is possible and that it is something they will work on.

Heather asked if anyone knows someone who would be able to donate picnic tables. The district is looking for a couple of them to provide more outdoor seating.

Betsy McComb asked about class sizes at the elementary school. Class sizes range from about 10 or 11 to 18 or 19 students; this does not include the remote students. She also asked what the distancing being used at the elementary school is. There is table seating with plexiglass, and they maximized to get at least three feet. Masks are required to stay on when less than six feet apart. They will have mask break spots that are more than 6 feet apart from other students. Students will eat lunch at their desks with the plexiglass between them.

Ben asked about the innovation lab. Principal Ernest said that it is something that they're working on. Students will sit at every other computer and social distance when using the lab.

Heather asked if there is a place for all the items removed from the classrooms. Different places are being utilized for the elementary school versus the middle and high school.

David thanked the principals and staff for their hard work. Deborah agreed with David and echoed what he said.

## **POLICY**

a. GBEC - Drug Free Workplace – Second/Third Read

**Member Heather Clark made a motion to accept Policy GBEC - Drug Free Workplace as written. Seconded by Vice Chair David Mylott. VOTE: 5-0. Motion carries.**

b. GBEB - Staff Conduct - First Read

It is a recommended policy. Superintendent Furbush explained this policy briefly.

This was moved to a second read at the next meeting on 9/17.

c. GBEA - Staff Ethics - First Read

This policy is like the previous policy, and it needs to be reviewed every year.

This was moved to a second read at the next meeting on 9/17.

d. DFA - Investment - First Read

This was moved to a second read at the next meeting on 9/17.

## **PERSONNEL**

a. Nomination

**Vice Chair David Mylott made a motion to nominate Hannah Carboneau for the ESOL Teacher and Paraeducator position. Seconded by Member Heather Clark.**  
**VOTE: 5-0. Motion carries.**

**Vice Chair David Mylott made a motion to nominate Michelle Wood for the Grade 3 Long Term Substitute position. Seconded by Member Ben Leavitt. VOTE: 5-0. Motion carries.**

b. Resignation

**Member Heather Clark made a motion to accept the resignation of Don Nichols, Facilities Director. Seconded by Member Ben Leavitt. VOTE: 5-0. Motion carries.**

**Member Heather Clark made a motion to accept the resignation of Marissa Cassily, World Language Teacher at Middle School, with regret. Seconded by Member Ben Leavitt. VOTE: 5-0. Motion carries.**

**SCHOOL ADMINISTRATOR REPORTS**

a. Superintendent's Report

On 9/8, the administrative team will be hosting a BBQ from 12:00 to 12:45 pm for staff and Board members. He reiterated the first day of school schedules.

Heather asked how many openings they have. He said that they are looking for a Facilities Director, World Languages Teacher, seven paraprofessionals, and two custodians.

Superintendent Furbush thanked the custodians for all of their additional work.

Parent Amy Hodgkin is concerned about the number of open positions. She hopes that the district is taking care of the custodians. She asked what will happen with the World Languages position at the middle school and mentioned that the teacher broke their contract. She asked if the district has enough monitors to help cover teachers' breaks. Superintendent Furbush said that the number of open positions isn't atypical. The district is treating custodians really well, and they recently gave them a pay raise. There is very little recourse if a teacher breaks their contract.

They are working very hard to help teachers out. He thinks that the district has enough monitors, but he is going to double check.

## **FINANCIAL BUSINESS & DISTRICT SERVICES**

### a. Signing of DOE-25

The Board signed this form.

### b. Financial Update of 19-20 School Year

The Food Service Department lost money this past year. The district paid the food service staff regular hours through the end of the school year. They purchased new equipment that was necessary. They had to give away and donate food that was close to expiring. The Department lost \$51,000 which was taken out of the general fund balance. The district was reimbursed for meals, but it doesn't really cover it. David is confused as to how they lost money since the Department is self-funded. The general fund pays for any money that they lose. David is not happy and said that it should have been brought up to the Board before they were in that much debt. In total the Department lost \$114,960, it had \$63,400 in the fund balance initially. They were on track at the end of February. The district had agreed to keep paying their people even if the staff couldn't work remotely. Bonnie didn't realize how big the loss would be. The CARES Act isn't covering the loss from paying the staff. It will cover part of the food loss though. The CARES Act Grant money is air marked for other things already. The Board is very frustrated. The loss will come out of last year's budget. The Board asked when they will know about how much money the district receives from food loss and where will it go. Bonnie doesn't think the CARES Act Grant money will go towards it since it is earmarked for other things. When it is finalized, Bonnie will show the Board where and how the CARES Act Grant money was spent. Heather wished Bonnie came to them sooner with this information. She said that she thinks Ronnie is terrific. The auditor will be coming in the first week of October, so Bonnie will have the needed information for the next Board meeting on 9/17.

Parent Amy Hodgkin asked if there are any projections for cost and additional expenses related to reopening. Superintendent Furbush said they do have some projections, but there are a lot of moving pieces. She asked about compromises in terms of the budget and different offerings and if the compromises would come before the Board. The Board and community must trust Superintendent Furbush to do his job.

Heather said that the district has a bottom-line budget. They can disperse money as needed and shuffle the budget. She discussed the Budget Committee.

c. Affiliated Agreements

There was a discussion about why these affiliated agreements are necessary. These agreements authorize both groups to work in the school building. They're able to hand out flyers without needing them to be approved first. It eases SAU supervision.

There was a discussion about Candidates' Night.

**Member Ben Leavitt made a motion to accept the School and District Affiliated Agreement with the Elementary School PTO. Seconded by Member Heather Clark.  
VOTE: 5-0. Motion carries.**

**Member Heather Clark made a motion to accept the School and District Affiliated Agreement with the All Sports Booster Club. Seconded by Member Ben Leavitt.  
VOTE: 5-0. Motion carries.**

There was a general discussion about the purpose of the All Sports Booster Club.

d. Education Association & School Board Health & Safety Memorandum of Understanding

Superintendent Furbush discussed why this MOU is so important. David said that he wants to go into a non-meeting for discussion about this. Heather talked to both the Para and Teacher Unions and said that she had a pleasant experience with both of them. This will be discussed more towards the end of the meeting.

e. Budget Calendar

Bonnie said that they changed the Wednesday dates to Tuesday dates. Heather mentioned that they can book the Town Hall for meetings.

**APPROVAL OF MINUTES**

a. Public Minutes August 20, 2020

**Member Heather Clark made a motion to accept the Public Minutes from the August 20, 2020 meeting as written. Seconded by Vice Chair David Mylott. VOTE: 5-0. Motion carries.**

b. Nonpublic Minutes August 20, 2020

**Member Heather Clark made a motion to approve the Nonpublic Minutes from the August 20, 2020 meeting as written. Seconded by Member Ben Leavitt. VOTE: 5-0. Motion carries.**

c. Nonpublic August 11, 2020

**Member Heather Clark made a motion to approve the Nonpublic Minutes from the August 20, 2020 meeting as written. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries. Chair Deborah Clark abstained.**

## **MANIFEST**

a. Payroll Manifest

**Member Heather Clark made a motion to accept Payroll Manifest #4 dated 8/21/20 in the amount of \$141,989.44. Seconded by Vice Chair David Mylott. VOTE: 5-0. Motion carries.**

b. Accounts Payable

**Member Heather Clark made a motion to accept Accounts Payable #5 dated 8/27/20 in the amount of \$452,683.77. Seconded by Member Ben Leavitt. VOTE: 5-0. Motion carries.**

## **PUBLIC COMMENTS**

Parent Amy Hodgkin thanked everyone in the district and appreciated their focus on the students.

### **COMMENTS/OTHER**

ETV will not be staying on air after the non-meeting.

Heather thanked everyone in the district. She said that everyone needs a positive attitude and to focus on what's important. Parents should try to be aware of their attitudes around their children.

Ben, Robin, and David thanked everyone as well.

David said that a lot of work has gone into the Reopening Plan, and he thinks that they're doing the right thing.

Deborah said that she is thankful for the staff. She also reminded parents that they're not alone for the decision about whether to send their children back to school or not.

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

a. Meeting to be scheduled for September 17, 2020 – Town Hall

### **NONPUBLIC SESSION: RSA 91-A:3, II (a. personnel)**

A Non-Public Session is scheduled for September 3, 2020 immediately following the public meeting.

### **ADJOURNMENT**

**Vice Chair David Mylott made a motion to go into a non-meeting at 9:04 pm.  
Seconded by Member Heather Clark. VOTE: 5-0. Motion carries.**

The Board returned at 9:25 pm. The Board wanted to agree that students, staff, and teachers will be protected and safe.

**Vice Chair David Mylott made a motion to accept the Education Association & School Board Health & Safety Memorandum of Understanding as presented.  
Seconded by Member Ben Leavitt. VOTE: 5-0. Motion carries.**

**A motion was made to go into a nonpublic session under a personnel and adjourn the meeting shortly after at 9:31 pm. VOTE: 5-0. Motion carries.**

Respectfully submitted,

Dagny Wilkins

School Board Secretary