

**APPROVED MEETING MINUTES**  
**Thursday, April 6, 2023, 7:00 PM**  
**EPPING 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, Vice Chair Ben Leavitt, Member Robin O'Day, Member Julie Knight, Member Jen Jacoby, and Superintendent Furbush.

Business Administrator Christine Vayda, Student Carly Sanborn, and Student Jacob Twombly were absent.

**PUBLIC COMMENTS**

None

**SCHEDULED TOPICS**

a. Presentations of EOY Review of Accomplishments and Projects for the 23-24 School Year, Joe Parzych, Director of Facilities and Thomas Rup, Director of Technology

Tom and Joe spoke about the current projects they have been working together on. These projects include the SAU keycard system upgrade, installation of exterior strobes for EES and EMHS, upgrades to the camera system to increase storage, installation of windows in the vestibules, and a new work order and inventory system. They discussed the schedules of the projects and also provided status updates.

Robin asked if lost keycards are still able to be used or if they are deactivated. Tom said that as long as the person who lost it notifies him it is deactivated. He also noted that the new system will provide a much better way of tracking keycard use.

Heather asked if staff will have access to the work order system to be able to submit maintenance requests. Tom said that once it is rolled out, staff will have access to the system.

Ben asked if the use of the new work order and inventory system would force them to order low/out of stock items through one particular vendor. Joe said that inventory is manually inputted into the software, and it will keep track of what is used based on items used to complete work orders. The program will send an alert when an item is in low stock, and Joe can get the items from any vendor.

Joe gave a brief facilities update. He mentioned that for the first time in two years, the Custodial Staff is full. He also spoke about the work being done on a Custodial/Facilities handbook which will include cleaning procedures and protocols. He gave an update on the completion of more painting projects throughout the school and noted they are working to incorporate some student artwork as well. He talked about the LED upgrades which are almost

complete, the work being done to figure out the details for the EES boiler replacement, the upcoming summer projects, and the beginning stages of the EMHS roof replacement.

Heather asked how often the floors in the EMHS gymnasium are redone. Joe said that they are refinished every year and are completely redone about every 15 years. Julie asked if there was anything that could be done to the EES gym floor since it is so slippery. Joe said ideally he would like to put in a wood floor, but he will look into some flooring alternatives to make it better for sports. Robin suggested the use of traction mats as an interim measure.

Joe spoke about the work being done on the grounds and fields to get things ready for the spring sports season.

Heather asked if there were plans to clean up the poison ivy in the track and field throwing areas. Joe said that he will make sure to add it to the list and get it taken care of.

Tom gave a brief technology update. He spoke about some of the upcoming events that will be needing support. He also spoke about some projects including the installation of a new projector in the Allen Gymnasium, the deployment of new printers during April break, website updates and reconfiguration, and updating of eCollect Forms with accurate information.

Heather asked if it was possible to include an area on the website to contact someone or report a problem if users run into issues. Tom said this is something that has been discussed and hopes to have it added soon. Heather asked if the spotlights in the Allen Gym can be checked while the new projector is being installed to make sure they all work. Tom said the lighting will be addressed in phase two of the project. Joe said he can look into getting bulbs replaced if needed.

There was a general discussion about ParentSquare and some of the feedback that has been received.

Ben asked Tom if the phone system was still in compliance with Kari's Law. Tom stated that the phones are fully compliant with the law; he also mentioned that they are continuing to work to get the phones fully compliant with the RAY BAUM'S Act. Heather asked how the phones relay the location information required by the RAY BAUM'S Act. Tom explained that each room has a direct-dial extension and a list will be provided to dispatch for them to be able to know what extension is in each room.

Robin mentioned the need to make the main entrance of the Allen Gymnasium handicap accessible. Joe said he will make some calls to see if this can be taken care of this summer.

Superintendent Furbush thanked Joe and Tom for their presentation and noted their responsiveness when things come up does not go unnoticed. The Board also thanked Tom and Joe for their dedication to the schools and facilities.

#### b. Paraprofessional Calendar for 2023-2024

Superintendent Furbush presented the calendar updates made based on feedback given previously.

**Member Robin O'Day made a motion to accept the 2023-2024 Paraprofessional Calendar. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

## **POLICY**

- a. KE - Public Complaints About School Program, Staff, and Students Form - 1st Read

Moved to a 2nd/3rd read at the next meeting.

- b. IHBA - Programs For Children With Disabilities - 2nd/3rd Read

Superintendent Furbush reminded everyone that there was one significant change with this Policy; schools are now responsible for providing programming for students with disabilities until they are 22 years of age.

**Member Robin O'Day made a motion to accept Policy IHBA - Programs For Children With Disabilities as presented. Seconded by Vice Chair Ben Leavitt.**

**VOTE: 5-0. Motion carries.**

## **PERSONNEL**

None

## **REPORTS**

- a. Student Reports

None

- b. Principal Reports

*EES*

Principal Murphy spoke about the success of the recent Student-Led Conferences(SLCs). She said they have received a lot of positive feedback from the teachers. She also added that each Unified Arts (UA) teacher had anywhere from 80-110 students visit during the SLCs.

Superintendent Furbush commended the staff for their work done to make the SLCs so successful.

Principal Murphy also talked about the recent 4th grade field trip to the State House. She also reminded everyone of the upcoming PTO Meeting, EES Variety Show, and the Spring Break Outdoor Adventure Camp being offered by White Pine Programs. Principal Murphy discussed the March Parent Advisory Chat. The topics for March were communication and work study practices. She also discussed the Family Literacy Nights and Book Fairs. She gave a shout-out to the staff involved in organizing these events and to those who stepped up and volunteered at them. Principal Murphy also talked about the ongoing work to help parents recognize their students for demonstrating work study practices.

Principal Murphy gave shoutouts to multiple staff members for their compassion, willingness to help, and for constantly going above and beyond.

Julie mentioned that during the walkthrough it was brought up that in the past parents had been invited in for the first day of school and that it would be nice to offer that again. Principal Murphy agreed. She also spoke briefly about the ongoing work on the master schedule.

Ben asked how they arrived at a 15 minute schedule for the SLCs. Principal Murphy said that they have been 15 minutes in the past in order to fit them all in but said the time never feels long enough. She also thinks for the SLCs to be truly student-led the 15 minutes is a good amount of time to allow the students to talk about themselves without making it too much for them. Ben complimented the idea of having the UAs available during the SLCs and also the bookmark reminder. He thought it was great for students to also be able to share what they were working on in the other classes, and to hear feedback from other teachers.

Superintendent Furbush thanked Principal Murphy and stated that they are looking to get some student presentations at future meetings.

#### c. Superintendent Reports

Superintendent Furbush spoke briefly about the upcoming meeting with the Seacoast Learning Collaborative and invited a Board Member to join him at the meeting. There was a general discussion about the meeting. Ben volunteered to attend.

Superintendent Furbush also spoke about the goal to bring the community together. He talked briefly about the upcoming surprise musical event that will feature all grades Pre-K through 12th happening just before break and also the Murder Mystery fundraiser.

### **PERSONNEL**

None

### **FINANCIAL BUSINESS & DISTRICT SERVICES**

#### a. Financial Report

None

#### b. MOU Epping School District & Epping EYAA

Robin stated that the language regarding employees should be changed to volunteers. She also brought up the concern of lost keycards still being active. Superintendent Furbush said that lost keycards are deactivated and will no longer grant access to the buildings. Robin also stated that the language regarding the playground can be removed since EYAA doesn't use it.

Heather mentioned that the requirement for volunteers to have a background check and be fingerprinted makes sense but that the requirement to be wearing a photo ID badge isn't necessary.

Jordenne Sargent asked if the schools are able to share who has already had a background check and fingerprints taken as part of volunteering for a school activity. Superintendent Furbush and Heather said that if she were to submit a list of people to the District, they could verify who has already had this done. They also said they would be able to help coordinate fingerprinting with the Epping PD.

Heather asked if the wording regarding school access could be tightened up. Superintendent Furbush said they will continue to work on finalizing language.

**Chair Heather Clark made a motion to allow Superintendent Furbush to go forward with the MOU with EYAA with the proposed changes. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

c. MOU Epping School District & Epping Recreation

Heather asked if the MOU should include the use of classrooms since they have used them in the past. Superintendent Furbush said they are currently waiting on some feedback but will continue finalizing what is included.

**Chair Heather Clark made a motion to allow Superintendent Furbush to go forward with the MOU with Epping Recreation. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

**APPROVAL OF MINUTES**

a. Deliberative Minutes

**Member Robin O'Day made a motion to approve the Deliberative Minutes as written. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

b. Non-Public Minutes of March 30, 2023 Session 1

**Vice Chair Ben Leavitt made a motion to approve the Non-Public Minutes of March 30, 2023 Session 1 as written. Seconded by Member Robin O'Day. VOTE: 5-0. Motion carries.**

c. Non-Public Minutes of March 30, 2023 Session 2

**Vice Chair Ben Leavitt made a motion to approve the Non-Public Minutes of March 30, 2023 Session 2 as written. Seconded by Member Robin O'Day. VOTE: 5-0. Motion carries.**

**MANIFEST**

None

**BOARD COMMENTS/OTHER**

Jen said that both the Harlem Wizards game and the Lynn Lyons talk were fantastic. She also thanked the PTO for putting the events together.

Ben said that he agreed with Jen's comments and also added that the Student-Led Conferences were very well organized which he was happy to see.

Julie asked Superintendent Furbush if he could confirm the last day of school. He said it will be June 15th for students and June 16th for staff. June 15th will also be a half day.

Heather thanked everyone for their participation in the recent events.

**NEXT MEETING TO BE SCHEDULED**

a. April 20, 2023

**NONPUBLIC SESSION:** RSA 91-A:3, II Non-Public Meeting **is scheduled** for April 6, 2023 after the public meeting.

**ADJOURNMENT**

**A motion was made to enter a non-public meeting and to adjourn thereafter at 8:50 pm. VOTE: 5-0. Motion carries.**

Respectfully submitted,

Dagny Wilkins

School Board Secretary