

**APPROVED MEETING MINUTES**  
**Thursday, June 1, 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 Julie Knight, Member Jen Jacoby, Member Robin O’Day, Superintendent Furbush, Business Administrator Christine Vayda, and Student Carly Sanborn.

Absent: Student Jacob Twombly.

**PUBLIC COMMENTS**

None

**SCHEDULED TOPICS**

Heather recognized Student Representative Carly Sanborn for her contributions to the School Board over the past two years. The Board thanked Carly and gave her a card and flowers.

a. Emergency Management - Cathy Zylinski and Bill Furbush

Cathy spoke about the change to using a single reunification site for all students instead of the three different sites previously used. This change allows for streamlined planning and training for staff. Mr. Furbush thanked everyone for their efforts to get this accomplished. Julie clarified that the reunification site would be the only site used in any event where the campus needed to be evacuated. Mr. Furbush explained that more information on this will be sent out prior to the beginning of next school year. Heather clarified that parents would be notified when students are able to be picked up from the site.

Cathy spoke about the A.D.D. training that staff and students have received. She also spoke about the combined effort with the Epping Fire Department, Police Department, and Town to update the sheltering procedures and response. A MOU was created to codify roles and responsibilities. Cathy talked about the security upgrades that came as a result of the 2023 Homeland Security Assessment (i.e., building access, camera memory, and vestibules). Ben asked Cathy for her thoughts on the effectiveness of the A.D.D. training versus the previous ALICE training. Cathy said she feels the A.D.D. model is simpler and therefore easier to remember in a time of crisis.

b. Wellness Updates - Moss Crutchfield and Cathy Zylinski

Moss and Cathy spoke about the wellness goals to teach, encourage, support, and model healthy eating habits, daily physical activity and a healthy lifestyle. They also spoke about Policy JCLF which encourages physical fitness through partnerships with Epping Athletics, local healthcare professionals, school nurses, and outdoor classrooms. The Policy also re-introduces SmartSnacks guidelines and limits the number of fundraisers and celebratory events. They talked about the events that were held throughout the year to promote health and wellness. They also talked about the EES and EMHS Farm to School programs. There was a discussion about students volunteering for the Wellness Committee or Farm to School programs.

c. Food Service End of Year Update and Upcoming Projects - Moss Crutchfield

Moss gave an overview of the food and nutrition services. He spoke about the reduction in participation this year after switching back to paid meal service. He also mentioned legislation that will impact student meals. He noted that the Keep Kids Fed Act of 2022 is ending this year, and NH HB257 would increase the eligibility for free or reduced school meals to household incomes up to 300 percent of federal poverty guidelines. Ben asked if HB257 were to be passed would it allow everyone who applied for free and reduced meals this past year to be eligible next year. Moss said that he isn't certain but that it would make a significant number of those who applied eligible for the program. Moss talked about the increase in food costs caused by global issues. Due to the increased costs, he proposed a meal price increase where breakfast would be \$2.00 and lunch \$3.50. He also spoke about potential changes in student lunch debt policies. Julie asked how the families are being notified of a negative balance. Moss said earlier in the year they send monthly emails, and towards the end of the year they send weekly emails. He also uses ParentSquare to send notifications. Jen asked if they were measuring how much food students are throwing away after purchasing a meal. Moss mentioned that they do have a "No Thank You" table where students can leave/pickup unopened items that weren't eaten. Any items left on the table are either donated, used by the after school program, or kept in classrooms as snacks for students. Moss spoke about the options offered in the vending machines and innovative meals. Ben asked if these items were also factored into the food waste numbers. Moss said that there is no food waste generated by the vending machines. Heather asked how quickly the machines sell out after they are filled. Moss said that the shelf-stable machine takes roughly a week, and the refrigerated one is brand new, so he is unsure at the moment. Moss mentioned that as part of emergency management efforts they are able to provide snacks, beverages, and full meals if needed. Robin asked who would be responsible for paying for these items. Moss said that the Town has agreed to pay for food items needed during those events. Mr. Furbush added that facilities and personnel costs will not be covered by the Town. Moss talked about potentially starting a student-run "coffee shop" and a baking club. Julie said she supports the idea of a coffee shop but asked why this would be allowed when there was a push at the beginning of the year to stop students from bringing these drinks in. Moss said the coffee shop would offer alternatives with lower caffeine levels, less sugar, etc. There was a discussion about the Policy and Handbook

which do not allow outside food or drink. Superintendent Furbush clarified that the increase in the meal prices requires Board approval. The proposed rates are \$2.00 for breakfast and \$3.50 for lunch at both schools. Current rates are as followed - EES: Breakfast \$1.50, Lunch \$3.00; EMHS: Breakfast \$1.75, Lunch \$3.50. Staff lunches are currently \$4.00 with a proposed increase to \$5.00. Ben asked if these new prices would be maintainable for more than one year or if increases would be needed again in the near future. Moss said this price level isn't future-proof but should provide enough money to keep a balance in the fund and not require an increase in the near future. Ben also asked if the cost of food items come back down would a meal price decrease be recommended. Moss said that they would leave the meal prices where they are and that would provide them with some level of future-proofing. There was a discussion about presenting a resolution to the New Hampshire School Board Association to continue the Keep Kids Fed Act. Heather asked if it would be more beneficial to continue a program such as the Keep Kids Fed Act or for there to be a state law requiring a free breakfast be provided to all students. Moss said the free meal for everyone is the better option. There was a discussion about different options to provide free/reduced cost meals for students.

**Member Robin O'Day made a motion to accept the increase of meal prices to \$2.00 breakfasts and \$3.50 lunches for all students. Seconded by Member Jen Jacoby. VOTE: 4-0-1. Motion carries.**

**Vice Chair Ben Leavitt made a motion to accept the increase of staff lunch prices to \$5.00. Seconded by Member Jen Jacoby. VOTE: 5-0. Motion carries.**

Ben asked Moss how he gathers feedback from students for his new items and ideas. Moss said that most often students will come up to him and request something. Ben also asked how Moss plans to spread the word about the catering services that can be used for school celebrations. Moss said that he plans to use Facebook, the SAU website, ParentSquare, and approaching event organizers throughout the year.

### **POLICY**

a. DAF - Administration of Federal Grant Funds, 2nd/3rd Read

Superintendent Furbush noted that the formatting has been updated to be more consistent. Jen mentioned some suggested grammar changes. This policy has been tabled until the next meeting.

b. DAF-P - Employee Time and Effort Reporting, 2nd/3rd Read

This policy has been tabled until the next meeting.

c. ILD - Non-Educational Non-Academic Questionnaires, Surveys, and Research, 1st Read

Superintendent Furbush explained that this policy has not been updated since 2015. The updated policy incorporates all items covered under Policy ILDA and that all non-academic surveys will require parental consent. Ben asked if this policy would require any updates to the handbook. Superintendent Furbush said that they will need to make sure all teachers are aware of this update, and it will be discussed at the District Leadership Team meeting. This policy was moved to a 2nd/3rd read at the next meeting.

d. ILDA - Student Questionnaires, Surveys, and Research, 1st Read

This policy will be replaced by the updated Policy ILD.

**PERSONNEL**

a. Nomination of EES Digital Learning Specialist Leanne Chauvette

**Member Robin O’Day made a motion to accept the nomination of EES Digital Learning Specialist Leanne Chauvette. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

b. Resignation of EES School Psychologist Julie Kratimenos

Superintendent Furbush wished Ms. Kratimenos the best in all her future endeavors.

**Member Robin O’Day made a motion to accept the resignation of EES School Psychologist Julie Kratimenos with regret. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

c. Resignation of EMHS Science Teacher Daniel Mlcuch

Superintendent Furbush wished Mr. Mlcuch the best in all his future endeavors.

**Member Robin O’Day made a motion to accept the resignation of EMHS Science Teacher Daniel Mlcuch with regret. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

d. Nomination of EES Co-Principal Chris Sousa

Superintendent Furbush spoke about the hiring process and the experience Mr. Sousa brings to this position.

**Member Robin O’Day made a motion to accept the nomination of EES Co-Principal Chris Sousa. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

## **REPORTS**

### a. Student Reports

Carly shared what some of the classes have recently completed or are currently working on. She also gave updates on the recent and upcoming extracurricular activities.

### b. Principal Reports

#### *EMHS*

Principal Mazzone spoke about the upcoming graduation day. He highlighted some of the achievements of the class of 2023. He noted that more than half of the graduating class were named New Hampshire Scholars. Mr. Mazzone also named all of the students who will be graduating with *summa cum laude*, *magna cum laude*, and *cum laude* distinctions. He reminded everyone to return their books and pay any outstanding balances they may have. He spoke about the upcoming 8th grade field trip to Canobie Lake Park and the final assembly of the year. He also spoke about other various end-of-year events coming up. He recognized Ben Bourgoin for his dedication to the student-athletes.

#### *EES*

Principal Lizier and Principal Murphy gave a shout out to the PTO for all that they did during Teacher Appreciation Week. They spoke about recent and upcoming events such as field trips, ice cream socials, the final Parent Advisory Chat for the year, and the 5th Grade Celebration. They reminded everyone that the final day of school is June 15th and is an early release day. They also spoke about the ongoing work with curriculum maps and discussions between grade levels to prepare for next year. They mentioned that the Literacy Committee will continue to help teachers with previewing and exploring new resources next year. Principal Lizier and Principal Murphy gave staff shout outs to several staff members for their leadership, passion, and collaboration. Principal Murphy gave a shout out to Principal Lizier for her passion and willingness to help others. She also thanked Principal Lizier for all that she brought to EES. Ben asked if the preschoolers were also going to attend the final assembly. Principal Lizier and Principal Murphy said that they will be. Heather expressed how wonderful it has been to have Principal Lizier at EES and thanked her for all that she has done.

### c. Superintendent Reports

Superintendent Furbush thanked everyone who helped put together the Memorial Day education activities. He also gave a shout out to everyone who helped put together the Tech Fair at the recent In Service day. He spoke about how he filled in as the EES Principal for a day, and he gave a shout out to April Carlino and Kathy Gillis for collaborating to bring in some of the Early Childhood Education to read and do math activities with the Kindergarten students. He also mentioned that the MOUs with the Epping Rec Department and the EYAA are ready to be reviewed by the Board.

## **FINANCIAL BUSINESS & DISTRICT SERVICES**

### a. General Assurances 2023-2024

Christine gave an overview of the General Assurances for 2023-2024. Heather signed the documents.

### b. Donation from Walmart - School Supplies Valued at Over \$2,000

Christine noted that Walmart donated school supplies such as notebooks, pens, pencils, etc. Heather spoke about how this donation came about. Julie mentioned that they should coordinate a “thank you” to Walmart.

**Member Robin O’Day made a motion to accept the donation of school supplies from Walmart. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

## **APPROVAL OF MINUTES**

### a. Non-Public Meeting Minutes May 18, 2023

**Vice Chair Ben Leavitt made a motion to approve the Non-Public Minutes of the May 18, 2023 meeting as presented. Seconded by Member Julie Knight. VOTE: 5-0. Motion carries.**

### b. Public Meeting Minutes May 18, 2023

**Member Robin O’Day made a motion to approve the Public Minutes of the May 18, 2023 meeting. Seconded by Vice Chair Ben Leavitt. VOTE: 5-0. Motion carries.**

## **MANIFEST**

None

## **BOARD COMMENTS/OTHER**

Ben reminded everyone of the EES PTO Ice Cream Social. He also said that the recent SLC meeting gave some great insights to the improvements being made for next year.

Julie said that the Tech Fair seemed like a great use of PD time. She thanked all of the staff who participate in coordinating, chaperoning, and planning the class trips. She also asked Superintendent Furbush how many open positions there were currently. He said there are four teacher positions, and there are other openings throughout the building.

Robin gave a shout out to her son for his work on his Bachelor’s Degree while being deployed.

Heather spoke about the Senior Week activities coming up, and she gave a shout out to the parents, community members, and businesses for supporting Project Graduation for the students.

## **NEXT MEETING TO BE SCHEDULED**

### a. June 15, 2023 regular meeting

**NONPUBLIC SESSION:** RSA 91-A:3, II Non-Public Meeting **is scheduled** for June 1, 2023 after the public meeting.

**ADJOURNMENT**

**A motion was made to enter a non-public meeting and to adjourn thereafter at 9:42 pm. VOTE: 5-0. Motion carries.**

Respectfully submitted,

Dagny Wilkins

School Board Secretary