

**APPROVED MEETING MINUTES
EPPING SCHOOL BOARD
August 15, 2019 – Town Hall
7:00 pm**

CALL TO ORDER

Vice Chair Dave Mylott called the meeting to order at 7:04pm with the Pledge of Allegiance.

In attendance: Vice Chair David Mylott, Member Nicole Carleton, Member Ben Leavitt, Member Heather Clark and Superintendent Valerie McKenney. Chair Deborah Brooks was absent.

SCHEDULED GUESTS

- a. Valerie McKenney – Follow Up to Climate & Culture Committee Plan and Approval.

Val stated that she had met with Mr. Preble on August 15, 2019 to discuss the program and budget options. She is recommending that we go with Option 1 with a two-year commitment. She explained that Option 1 would cost the District \$34,391.00 for one year but after securing a grant for \$20,330.00 the cost to the District will be \$14,061.00. Val stated that the work for the 2020-2021 school year would need to be budgeted. Val also addressed the questions from the August 1, 2019 meeting.

The Board had a general discussion of the cost from one year to another and the scheduling of upcoming dates.

Member Heather Clark made a motion to accept Option 1 for year one and two for \$34,391.00 per year with both years to include surveys and that there are tentative dates already set. Seconded by Member Ben Leavitt. VOTE: 4-0 Motion carries.

- b. EHS and Athletic Handbook Approval

The Board reviewed the revisions to the handbooks that Principal Ernest had presented at the August 1, 2019 meeting. Heather questioned the information being different between the two handbooks in relations to the misconduct and consequences guidelines and student parking. Heather was also questioned concussion testing being done every two years for athletes. Heather will email Brian and Ben Bourgoin with her questions.

Member Heather Clark made a motion to accept the High School and Athletic Handbooks with revisions. Seconded by Member Nicole Carleton. VOTE: 4-0. Motion carries.

- c. Coby Troidl – EMS Handbook Review

Principal Troidl reviewed the Middle School Handbook with the Board and stated that her changes were to systematically organize the handbook so that it would make sense. This was done by condensing the handbook and creating a bridge with the elementary and the high school. The handbooks' revisions were made by meeting and gathering input from parents, students and staff members. Items added were a new goal. Coby highlighted the relearning and reassessment part to line

up with competency based system. A five-day period of relearning and making sure that students are taking the summative was added.

The Board had questions in relations to the five-day period and what happens if the student that doesn't reach competency and who bears the responsibility if a student is not achieving the goals. Heather said that this is a change in mindset and asked if there is a time constraint for students who need to re-assess. There was further discussion and input from the Board, Administrators and public attending related to parental communication, responsibility and ownership of seeing that a student is getting the help that they need.

There was also concerns about the consequences of athletes versus students who partake in extracurricular activities if a student is not getting their work done. Coby said that she will review this section again with the feedback and make changes to clear its interpretation.

Member Heather Clark motioned to accept the Middle School Handbook pending the update to the clubs and activities section. Seconded by Nicole Carleton. VOTE: 4-0. Motion carries.

d. Coby Troidl – Teacher Evaluation Committee Report

Principal Troidl explained that the model being presented was proposed by a committee of educators and the teachers union who had worked together to streamline the process so that teachers would be getting purposeful feedback with growth-centered discussions. Coby explained that the rubrics and forms have been defined. There was general discussion by the Board about observations, self-evaluations, job descriptions and rubrics.

Member Heather Clark made a motion to approve the Teacher Evaluation Model with changes as presented with the addition of the Tech Integrator Job description. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries.

e. Valerie McKenney – Employee Handbook Review and Approval: Val explained the reasoning for combining the support and teacher handbook into one Employee Handbook. There was discussion surrounding the proposed changes.

Member Heather Clark made a motion to accept the Epping Employee Handbook as proposed with changes to the school closing time and clarification of teaching versus certified. Seconded by Member Nicole Carleton. VOTE: 4-0. Motion carries.

f. Cathy Zylinski – Substitute Handbook Review and Approval:

Heather Clark questioned if substitutes had received Alice Training. Cathy stated that Alice Training is included in the yearly substitute orientation presentation and that there is an orientation scheduled for August 22, 2019.

Member Heather Clark made a motion to approve the Epping Substitute Handbook as written. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries.

Heather made a public apology to Mr. Ernest for her error of not being able to review the athletic handbook which had previously been submitted into the School Board folder for review.

PUBLIC COMMENTS:

Mr. Chris Sousa had two comments he wanted to express. He wanted to know if the public documents that the Board reviews at the meetings could be visible to the public prior to the meetings. Mrs. McKenney said that she will speak to the technology director and technology integrator to ask who and how can this be done. Dave Mylott agreed this would be helpful to parents but with the understanding that the items being discussed may be a work in progress.

Secondly Mr. Sousa was questioning future meetings of the Board's Competency Based Education Committee. Heather addressed Mr. Sousa's concerns by saying the previous meetings that were held addressed the grading issue and are now in the handbooks, and the next step will be to have the parent group involved discuss how the communication of the changes would be relayed to parents. The goal is to set up the next meeting. There was further discussion about the current work being done, the committee's purpose and how to best communicate the information to parents.

Parent Amy Hodgman said that she was pleased to see all the work that has been done on the grading system in the last year. She expressed that she would like to see the learning model be changed to the competency based learning model and not be so focused grading.

There was discussion from Chris Sousa on how he felt that there is still a disconnect on how students are taught and how they are being graded. He is concerned that since colleges have benchmarks for scholarships, students may be missing out on these opportunities with the changes in the grading system. Val stated that the competency Implementation team are addressing this and invite parents to attend. She said that the team is keeping close track of the top twenty students of GPA's and is confident that these issues will not exist. Chris stated that his concerns are with the students that are between a 3.0 and 3.5. Dave said that he would like to see a bridge between the two committees.

There was further discussion on this topic by the Board.

Amy Hodgman spoke about the good idea to combine the handbooks but recommended to also look at a secondary characteristic to differentiate the sections. Val stated that she agreed and would come up with a solution. Amy then commented on how impressed she was with the amount of work that has been done over the summer by the Board and Administrators and the 20k grant that Val obtained for the climate and culture study. She thanked everyone for their hard work.

POLICY:

a. Policy EDC – Use of School-owned Materials and Equipment – Third Read.

Val clarified the concerns at the August 1, 2019 meeting and how she and Laurie Underwood met to clear the confusion in language in the policy.

Member Nicole Carleton made a motion to approve policy EDC Use of School-owned Materials and Equipment as written. Seconded by Heather Clark. VOTE: 4-0 Motion carries.

b. Policy GBEF – School District Internet Access for Staff - First Read.

The policy was reviewed with Laurie Underwood and Heather Clark and will be presented at the September 5, 2019 for a second read.

PERSONNEL

- a. Resignation – Ashley Perron resigned as the Administrative Assistant to the Director of Student Services.

Member Heather Clark made a motion to accept the resignation of Ashley Perron with regret and wish Ashley well. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries.

- b. Nominating Thelma Thompson to serve as a part time computer teacher in the middle school for semester one due to personal changes and to have Thelma mentor the library media specialist for the remainder of the year. The mentoring part would be at a cost of up to \$1,500.00 dollars. Teaching part is for semester one only and the mentoring will continue to the end of the year.

Member Heather Clark made a motion to accept the nomination of Thelma Thompson. Seconded by Nicole Carleton. VOTE: 4-0. Motion carries.

New Hire Nominations:

- Jacquelyn Silvani – EES Grade 4 Teacher
- Marissa Cassily - EMS World Language Teacher

Member Heather Clark made a motion to accept the both nominations as presented. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries.

SUPERINTENDENT’S REPORT

Val explained that she will be presenting parts of her report in a PowerPoint presentation to help increase communication, transparency and that it will allow Epping residents to hear and see the important work being done by the District. The presentation consisted of:

- August 2, 2019 - The Town Emergency Training
- Data Training on Performance Plus
- New Teacher Orientation
- Draft Goals for 2019-2021 consisting of Communication Goals; Life Ready Goal; Student Achievement Goal; Curriculum Goal and Instructional Goal.

There were no questions from the Board. Member Nicole Carleton commented about the Life Ready goal and the importance of students’ social and emotional well-being and previous discussion of putting a policy to maintain the work that has been in place. Val will reach out to the New Hampshire School Board Association. Heather spoke about the new law regarding suicide prevention and how mental health is in the forefront.

Val continued her report by speaking about:

- The Department of Education’s Critical Shortage.
- Climate and Culture Committee’s intent.

There was discussion related to opening the committee to new members. Discussion shifted to the data that was collected by parents and how to share this information without violating personal rights

Dave would like to keep the committee and get parental input. Dave said that he will be meeting with Mr. Preble for clarification of the data that should be shared with parents. Val is requesting that she be part of that meeting. Dave wants parents to know that action is being taken. There is a summative of the qualitative data available on the website for each school. Amy Hodgman felt that the summative data is sufficient for parents without sounding gossipy. Nicole would like that comments to be shared with the Administrators.

Val mentioned that parents should be looking to enter their information into InfoSnap and that the competency implementation team attended a conference and that a full day meeting is being held tomorrow.

c. Committee Reports:

- Budget: Committee does not meet during the summer.
- Policy: Heather has been meeting with Val during Deb's absence.
- Wellness: No meetings during the summer.
- Climate and Culture: Already discussed.
- Emergency Management: Tabletop exercise with Homeland Security.
- CBE Oversight Committee: Already discussed.
- Technology Committee: No meetings during the summer.
- Life of a Blue Devil: No meetings during the summer.
- Fields Committee: Meeting next week.
- NHSBA: Deb will address at a later date.
- SST meeting: They will be meeting on Monday, August 19th at 4:30 pm
- PTO: Elementary is having their first meeting on August 19, 2019 and a second meeting is Sept. 9, 2019. Middle school PTO is not meeting during September. The middle and high school breakfast is on August 27, 2019 and there is a signup sheet. Elementary is also hosting a welcome back breakfast at the same time.
- Facilities Committee: Don and Bonnie will be running through the systems at the schools and make a list of upcoming projects. The committee had been dismantled.

Member Dave Mylott made a motion to re-form the Facilities Committee for Ben Leavitt to be the committee member for the board. Seconded by Heather Clark. VOTE: 4-0. Motion carries.

Val suggested that is be a fluid committee and has asked Don Nichols to have information ready in November. Dave asked if the long-term capital plan had been submitted. Bonnie said that it has been submitted to the town.

FINANCIAL BUSINESS & DISTRICT SERVICES

a. Copier Bid Approval - Moving this to September 5, 2019

b. Fuel Oil Bid Approval

Bonnie explained the rationale of the bid from Buxton Oil. There was a general discussion by the Board.

Member Heather Clark made a motion to accept the Buxton Oil contract for the 2019-2020 year to \$49,900.00 for September 1 to May 31st for 60,000 gallons. Seconded by Member Nicole Carleton. VOTE: 4-0 Motion carries.

The Board suggest that next year they go out to bid.

c. Financial Update 18-19 and signing of the DOE-25, MS-25 and MS-24.

Bonnie gave her financial report for the remainder of the 2018 – 2019 by stating that there is a balance of \$175,559 that was underspent with a shortfall of revenue of \$53,397. Revenue is down due to Medicaid. Estimates are done a year in advance. There was a general discussion from the Board.

DOE 25 and the MS 25 statements approval and signatures.

Member Heather Clark made a motion to approve the DOE 25 and MS 25. Seconded by Ben Leavitt. VOTE: 4-0. Motion carries.

Bonnie spoke about the upcoming 45 days of training on the new Infinite Vision software and the EEI energy investment company that is looking on how we can save on energy will have a report ready in September.

- d. Affiliated Agreements
- EES PTO
 - Allstate Booster's Club

Member Heather Clark made a motion to approve the 2019-2020 affiliated agreements. Seconded by Ben Leavitt. VOTE: 4-0. Motion carries.

APPROVAL OF MINUTES

- a. Public Minutes for August 1, 2019

Member Heather Clark made a motion to accept the minutes as written. Seconded by Member Nicole Carleton. VOTE: 4-0. Motion carries.

MANIFEST

- a. Accounts Payable

Member Heather Clark made a motion to approve accounts payable manifest #4 dated 8/ 15/2019 in the amount of \$161,291.53. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries.

- b. Payroll Manifests

Member Ben Leavitt made a motion to approve payroll manifest #2 dated 7/26/2019 in the amount of \$176,047.27. Seconded by Heather Clark. VOTE: 4-0. Motion carries.

Member Heather Clark made a motion to approve payroll manifest #3 dated 8/9/2019 in the amount of \$133,145.99. Seconded by Ben Leavitt. VOTE: 4-0. Motion carries.

COMMENTS/OTHER

Nicole – Questioning the Epping/Newmarket football agreement. Bonnie said that it was done.

Heather – Nothing.

Ben – Nothing.

Dave – Thanks to all the staff members who do the work during the summer to be ready for the next year.

Val – Reminded the Board about the August 29, 2019 meeting starting at 6:00pm. September 5, 2019 is the walkthrough at 5:45pm starting at the elementary school.

NEXT MEETING TO BE SCHEDULED

a. August 29, 2019 – 7:00pm Special School Board Meeting.

b. September 5, 2019 – 5:45pm Board’s walkthrough of the buildings starting at EES.

NONPUBLIC SESSION: RSA 91-A:3, II*

Vice Chair Dave Mylott made a motion to go into non-public. Seconded by Member Heather Clark.

Vote 4-0. Motion carries.

ADJOURNMENT

The public meeting adjourned at 10:43pm.

Minutes submitted by,

Christine Cue

Acting School Board Secretary