

## **APPROVED MEETING MINUTES**

### **EPPING SCHOOL BOARD**

**December 5, 2019 - Town Hall**

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

#### **CALL TO ORDER**

Vice Chair David Mylott called the meeting to order at 7:02 pm with the Pledge of Allegiance.

In attendance: Vice Chair David Mylott, Member Nicole Carleton, Member Ben Leavitt, Member Heather Clark, Business Administrator Bonnie Sandstrom, Student Faith Williamson, and Student Taya Morgado. Chair Deborah Brooks and Superintendent Valerie McKenney were absent.

#### **SCHEDULED GUESTS**

##### a. Technology Team

###### *Presentation*

Tyler Nekton discussed project updates including the specifics of Tech/LMC (EES), Teachpoint, and the website redesign. Heather wants principals to send notices home about the new website, and he already planned to do so.

Deborah Dyer reported the project updates for PowerSchool which included the system updates, grading and reporting, and health.

Laurie Underwood discussed the Chromebooks for students, the headphone issue at the elementary school and the solution, the new office space for the technology team, and the changes to the student Chromebook repair procedure. The students are held responsible, and broken laptops won't go through as many people before being fixed.

Tyler Nekton discussed digital citizenship week. It was October 14-18. Students had the opportunity to participate in various activities. Hours of Code is coming; it will be December 16-19. There will be lots of activities for students in the middle and high school. EES

programmed a robot to do different things with different colored markers. He also discussed WeVideo and Glogster which are both available at the elementary school.

Deborah Dyer discussed SoundTrap. It is a tool that allows students to add mood and theme to narrative stories. Students can also make podcasts with SoundTrap, and some students were finalists in a competition with the podcasts that they submitted. She discussed Google expeditions. They create virtual field trips with 360-degree pictures. Heather would like to see those on the website. Lastly, she talked about zSpace which is augmented reality tool.

Laurie Underwood stated that the copiers were replaced district wide. They are all running very well. The door access control system was upgraded. It now has video and the ability to screenshot if needed. The keycard system was also upgraded; it is now unified at all schools. It has time constraints, so faculty and staff can only enter the building during their designated hours. The security system was upgraded. It is now possible to disable cards, and there are far more management capabilities. She talked about mobile device management and the Wi-Fi. There is one for the school and one for the guests. They're looking into fixing the dead spots throughout the schools.

Tyler Nekton talked about what is coming up for 2020 including digital portfolios, student data privacy, FlexBlock, CMTC (Christa McAuliffe Tech Convention) December 2019, Tech Newsletter, and new class activities. He got a free trial for Kami which is a PDF document tool, so he is testing it out.

Laurie continued the discussion about upcoming things in 2020. Her discussion included window servers, uniflow print server, HB1612, the technology sub-committee, and the technology plan. David represents the Board on the technology sub-committee.

### *Questions and Answers*

Nicole said that her 7<sup>th</sup> grade daughter talks about zSpace, and she wants students to have more time to interact with the available technology. She asked Laurie if there has been any savings from the copiers. They'll be comparing the numbers as soon as possible. She asked if any students have been helping with the Chromebooks. Laurie said that there are four student tech team members.

Heather thanked them for the software inventory and all their hard work. She asked if every student had a digital portfolio. It's not a formal process, so they're going to look at the differences between each grade level and write out a process for teachers. For students who have phones and end up with access to the Wi-Fi, it won't last long as the password changes

frequently. This is the same for guests as well. Guests also filter through the same firewall as faculty and students.

Ben asked about the timeframe for the portfolios. It should be implemented this coming fall (2020). He asked about the issues with Powerschool regarding the contact information for students. There have been major roadblocks with zSpace. Specifically, there is a learning curve, and time is an issue since it can't be taken home. He asked Laurie how far along HB1612 is, and she said about 25%.

Since Heather has children in two of the Epping schools, she asked about getting contacted from multiple schools on snow days. It shouldn't happen. In terms of texts, parents and guardians need to opt in if they would like to receive them. She asked about what subject uses zSpace the most. The answer was science.

David said that this was the best presentation that he's ever seen. He asked about the website and how many hits they've been getting. The site is hooked up to Google Analytics, and there are two years of data available with this current website. He asked how they felt about Powerschool's grading scale. They said it's much calmer and in a better place now. He asked if there was any need to put out instruction or guidance for parents on what grades and certain information means. It is necessary. Something went out at the beginning of the school year. Heather thinks they should have something go out when grades close; she wants to be proactive. David thinks over communicating is crucial. He asked whether they were tracking breakage of Chromebooks or not, and they are.

Faith mentioned how she used the green screen during her French class to make a parody of a movie they had watched in class.

Taya has used the green screen before, and she has also used SoundTrap to make a podcast for one of her classes. She said that they did a great job with PowerSchool. She liked the addition of the missing assignments page.

## **POLICY**

### a. Policy JICM: Bring your own device (Students) - First Read.

This was tabled as a first read for the next meeting. It is a HB1612 policy. It contains a lot of information. It gives teachers and principals the option for students to be allowed to use their own device or phone in the classroom. Those devices are still subject to the school's policies. David asked whether they'd need more guidelines around it or not. Laurie Underwood, director of technology, stated that malware is a potential issue along with how they would monitor these devices. Nicole thinks that there needs to be consistency and follow through

with the future policy. Taya thinks that using their own devices can be beneficial when Chromebooks are working slowly, and the teacher allows it. This policy came from the DOE. David thinks that the Tech Committee should look at it. It will be added to the agenda for the meeting next Tuesday. The girls will ask around at school about the policy.

b. Policy ECA: Buildings and Grounds Security - Second/Third Read.

Heather will work with Valerie to tweak it. It's just a matter of wording. It was tabled for a second/third read at the next meeting.

c. Policy ECAB: Access to Buildings - Second/Third Read.

**Member Ben Leavitt made a motion to accept Policy ECAB: Access to Buildings as written. Seconded by Member Heather Clark. VOTE: 4-0 Motion carries.**

d. Policy DIA: Fund Balances - Second/Third Read.

**Member Heather Clark made a motion to accept Policy DIA: Fund Balance as written. Seconded by Member Ben Leavitt. VOTE: 4-0 Motion carries.**

### **PERSONNEL**

None

### **SCHOOL ADMINISTRATOR REPORTS**

a. Superintendent's Report - This is in written form only

b. Student Reports

The students enjoyed their extra-long Thanksgiving break. Taya said they will be getting scores from the PSAT on December 9. Seniors have started ordering their caps and gowns, and students have started getting acceptance letters from colleges if they opted for early acceptance. There are a lot of upcoming concerts. Taya and Faith asked the Board if they had any additional tasks for them. Heather asked if anything with the culture and climate committee was happening at the student level, and they didn't think so. Heather asked about their rival week with Newmarket. The girls missed a couple of meetings because of snow days and the head advisor being absent, so they weren't fully sure how much is left to be done. The head of SLC, Abby Walsh, is setting up a meeting to get approval with the Epping side of it. Newmarket is already approved for it. It will be the week before vacation. Heather wants that information to get to Mr. Nekton. She

wants all the information regarding the event to be broadcasted and open to the public. She asked for their help with that. Faith gave a thank you letter to the Board from the Bulldogs committee.

## **FINANCIAL BUSINESS & DISTRICT SERVICES**

### a. Financial Update

Bonnie, Business Administrator, discussed the budget forecast for 2019-2020. She mentioned an unanticipated rebate on unemployment and workers comp they received from Primex for \$7,000. Ben asked what led to the unexpected reimbursement. When Primex has extra money, they give it back to their members.

### b. Vote on Warrant Articles to be presented to the Budget Committee on 12/11/19

There was a misunderstanding about the paving at the elementary school, and it was removed from this year's warrant.

**Member Heather Clark made a motion to pass Article 01: Operating Budget. Seconded by Member Nicole Carleton. VOTE 4-0. Motion carries.**

**Member Heather Clark made a motion to pass Article 02: HVAC Middle/High School. Seconded by Member Nicole Carleton. VOTE 3-1. Motion carries. Member Heather Clark opposed.**

There was a general discussion about whether a question mark should be a period or not. Heather says that this project does have a budget impact. Bonnie said that the lease payment is covered by the savings. Bonnie would like to ask the attorney about the question mark since the write-up came directly from him.

**Member Heather Clark made a motion to pass Article 03: Add to Buildings and Grounds Capital Reserve. Seconded by Member Ben Leavitt. VOTE 4-0. Motion carries.**

**Member Heather Clark made a motion to pass Article 04: Add to Special Education Capital Reserve Fund. Seconded by Member Nicole Carleton. VOTE 4-0. Motion carries.**

Ben said that in the future, he would like to increase this reserve fund from \$50,000 to \$100,000 since the price changes over the years. This fund has never been used before. David said that they can have a discussion about it next year.

## **APPROVAL OF MINUTES**

### a. Public minutes for November 21, 2019

**Member Heather Clark made a motion to accept the public minutes from November 21, 2019. Seconded by Member Nicole Carleton. VOTE: 4-0. Motion carries.**

b. Nonpublic minutes for November 20, 2019

**Member Nicole Carleton made a motion to accept the special meeting minutes from November 20, 2019. Seconded by Member Heather Clark. VOTE: 3-1. Motion carries. Heather Clark abstained.**

c. Nonpublic minutes preceding Board Meeting on November 21, 2019

**Member Ben Leavitt made a motion to accept the nonpublic minutes from November 21, 2019. Seconded by Member Heather Clark. VOTE: 4-0. Motion carries.**

d. Nonpublic minutes following Board Meeting on November 21, 2019

**Member Ben Leavitt made a motion to accept the nonpublic minutes from November 21, 2019. Seconded by Member Heather Clark. VOTE: 4-0. Motion carries.**

### **MANIFEST**

a. Payroll

**Member Ben Leavitt made a motion to approve payroll manifest #11 dated 11/29/2019 in the amount of \$592,974.14. Seconded by Member Heather Clark. VOTE: 4-0 Motion carries.**

b. Accounts Payable

**Member Heather Clark made a motion to approve accounts payable manifest #12 dated 12/5/2019 in the amount of \$331,747.52. Seconded by Member Ben Leavitt. VOTE: 4-0 Motion carries.**

### **COMMENTS/OTHER**

Heather reminded the public of the upcoming annual Tempo Christmas tree sale this Saturday at the Legion. She said that there will be baked goods available for sale. The trees are \$40, and the wreaths are \$20.

Ben mentioned that restaurant week should be happening soon.

The dates, times, and locations of the upcoming concerts were mentioned. Heather recommended getting to the concerts around six o'clock to ensure good seating.

**NEXT MEETING TO BE SCHEDULED**

a. December 11, 2019 - Budget Committee Second Review and Warrant Article Review with Board

b. December 19, 2019 - Regular School Board Meeting

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

(\*a. personnel, b. hiring, c. adverse reputation, d. property, e. legal, g. security functions, i. emergency functions)

**ADJOURNMENT**

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

The meeting adjourned at 9:07 pm.

Minutes submitted by,

Dagny Wilkins

School Board Secretary