

**MEETING MINUTES**  
**EPPING SCHOOL BOARD**  
**September 6, 2018 – Town Hall**  
**7:00 pm**

**CALL TO ORDER**

Chairperson Dave Mylott called the meeting to order at 7:00 pm with the Pledge of Allegiance.

In attendance: Chairman Dave Mylott, Vice-Chair Deborah Brooks, Members Ben Leavitt, and Heather Clark, Superintendent Valerie McKenney, Business Administrator Bonnie Sandstrom.

**SCHEDULED GUESTS**

- a. Introduction of new student school board members Rachel Martin and Faith Williamson. The board welcomed back Rachel Martin and new member Faith Williamson as student representatives
  
- b. Mr. Carl Ladd, Mr. Keith Burke and Dr. Richard Ayers from the New Hampshire School Administrators Association presented their findings of the Elementary School Space Study. They explained the different methods that they used to determine their recommendations to the board. Some of the factors were: visiting the school and speaking with Principal Benna and Superintendent McKenny; comparing student enrollment with town projections; births in the town and the number of new building permits. There were several models that they used, and said the five-year average method is the best model to use. This model was used five years ago, and the projections were right on trend. They provided the board with a document of the timeline, demographic data, and enrollment trends using charts, maps, and graphs.

Mr. Ladd highlighted the process, timeline and scope of the project.

Mr. Burke spoke about the methods used and their findings of student enrollments and town population. He addressed the board's questions about enrollments and town growth. His recommendation to the board to continue to watch the growth and trends of the Epping population on a yearly basis.

Dr. Ayers presented the major issues with the building and suggested alternatives for addressing the facility needs. Dr. Ayer recommended the board to have a policy for storage of materials in the building. He said that storage space is limited and that materials should be removed from the halls which would also alleviate safety hazards in the event of an evacuation.

Mr. Ladd then gave his assessment of the facility which was found to be well maintained. Strengths were that the building is close in proximity to the center of the community and that it offers a good resource or usage to the community. The classrooms are good size and meet the minimum standards recommendation. He did say that the kindergarten rooms are currently not up to standards but still a good size classroom. Playgrounds are in great shape and technology upgrades made in the school are impressive. He said that the limitations were the cafetorium and that the space is too small to be a combination of a cafeteria and auditorium which is too small for large performances. There is also a lack of available classrooms for future enrollment or programs like early childhood programs. He

noted that the music room is also too small and that space in the library is being used for instrumental music. He also observed that there is not enough space for specialist or a dedicated space for a confidential conference room. One major problem that he pointed out was the lack of storage which is an issue and should be addressed.

Dr. Ayers presented and explained the two alternatives:

1. To relocate the current main office to the library area which would also address the school's security issue of not having a vestibule. He recommended to construct an addition to the library which would also make it a learning center.
2. Build an addition onto the elementary school and renovate the building to allow additional classroom space, small group instruction and storage needs.

Dr. Ayer and Mr. Ladd answered questions regarding the two recommendations. The board had questions about the reconfiguration of the odd space (the pit) that is currently being used by specialist. The consensus by Mr. Ladd and his associates were to hire an architecture and engineer to reconfigure and redesign the area. Superintendent McKenney spoke about a district/town EES Space committee where 25 thousand dollars was spent to draw up a proposal of adding classroom and gym space and explained that when you start construction work inside the building, the district is required to bring everything in the building up to code. She said that it was an expense that the town did not want to take on. Heather Clark questioned the availability of state funding and the possibility of moving pre-K into the elementary building. Mr. Ladd said that building aide is something that should eventually become available in the future and that moving the preschool was not an option he considered. Deb Brooks had a question about the security entrance of the building and visitors entering the school. She also commented on the extensive detail that was in the report and that she had hoped that the report would show each area of space and if they are using the space correctly. She still appreciated the detail within the report and finds it helpful when looking into the future. Dave thanked the committee and needed clarification on classroom size of the kindergarten classrooms for the community. Mr. Ladd explained the guidelines of classroom size for school approval and if the guidelines are not met, that the state simply makes a note and that it does not necessarily indicate that it is a bad thing.

- a. Justin Benna, EES Principal Benna spoke about the successful opening day of the school year. He thanked Don Nichols, Bonnie, Val and the Meridian crew for their hard work in getting the school ready for students and teachers. Justin shared photos of various student activities from the first few days of school. Dr. Benna's goals this year are to institute a MTSS leadership team and to Increase assessment literacy of all professional staff. He said that now that budging time is here, he is looking at the budget and how it can support him reaching his goals. Dr. Benna then presented the upcoming events for the Elementary school.

Deb Brooks commented on how impressed she was with teacher Mrs. Zinna and her welcome back activities for parents and students. Heather Clark said that she had a similar experience and what a wonderful community event. Dr. Benna then thanked Joe from ETV

for coverage of first day events. Ben Leavitt asked about the pieces of furniture that needed to be removed to accommodate the HVAC and Dr. Benna stated that teachers had to be creative with the layout of furniture in their classrooms. Both member Heather and Dave congratulated Dr. Benna on a great start of the school year and commented on the good air quality of the building.

- b. Student Board Members: Chairman Mylott introduced Rachel Martin and Faith Williamson and acknowledged how important the student representatives are to the school board meetings. Each representative gave an update of the events of their first few days of school and the upcoming activities for sports, committees, homecoming, campus privileges and the distribution of the chromebooks. The students were asked about their knowledge of the new grading system. The students said that there are still questions from other students that need to be answered for clarity. Val said these questions will be addressed via videos and informational sessions.

**PUBLIC COMMENTS:** No public comments.

**POLICY:**

Dave Mylott requested the board to consider a policy on storage from the recommendation from Mr. Ladd and his Associates. Superintendent McKenney will investigate whether there already is one in place and noted that she and Deb Brooks will be meeting next Monday to discuss policies.

- a. Policy GBCD – Background Investigation and Criminal Records Check – Second and Third Read.

Deb Brooks stated that everything in red is far more concise than in the past. Val said that the important thing for the community to know is that everyone employed in the district must have a criminal background check.

**Member Heather Clark made a motion to approve Policy GBCD as written. Seconded by member Deb Brooks. VOTE: 4-0 motion carries.**

**PERSONNEL**

- a. Nomination – Occupational Therapist, one-year position.  
Superintendent presented the following nominations to the School Board: Angela Blatus – Occupational Therapist, one-year position.

**Member Heather Clark made a motion to accept the nomination of Angela Blatus as Occupational Therapist in a one-year position. Seconded by Deb Brooks. VOTE: 4-0 motion carries.**

Val McKenney stated that all positions are filled.

**SCHOOL ADMINISTRATOR REPORTS**

- a. Superintendent’s Report - Val McKenney reminded parents about competency videos being sent to them. She spoke about the opening day for teachers which included a review of

district and building level goals and various training. She reminded everyone that Sept 19<sup>th</sup> is the first early release date. Val then highlighted upcoming events. She then reminded everyone that on Sept 26<sup>th</sup> at 6:30 there is a vaping forum for parents in the high school cafeteria. Heather Clark asked about the website go live date. Val said that they are fixing a few last challenging items.

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

- a. Budget Timeline: Bonnie went through the draft timeline and asked the board to review at the dates. Deb stated that she cannot make the October 23<sup>rd</sup>s meeting. Bonnie asked the board to email her on the dates they cannot make. Heather asked for the meetings when department heads are speaking to be held at the town office so that the meeting could be televised. Ben Leavitt was concerned with space if members of the public wanted to attend. The board will check the availability of the smaller room in the town hall. Member Heather Clark stated that the budget committee have not had their initial meeting yet, and that their dates are not set.
- b. Signing the 2017-2018 DOE-25 Annual Financial Report – Bonnie explained the DOE-25. Bonnie said that this is an un-audited financial history from last year and has been reviewed by the Department of Education and the minor changes were required.

**Member Heather Clark made a motion to approve the DOE-25 for 2017-2018. Seconded by Ben Leavitt. VOTE: 4-0 motion carries.**

Ben asked about the changes from the state. Bonnie said that there is a breakdown of the special education tuition and that she had put a middle school student as being in high school and that the state also questioned an elementary student under tuition. The confusion was the timing of the entrance of the student and that this will be investigated.

- c. Signing the 2017-2018 MS-25 School Financial Report

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

No discussion.

- d. Vote on the 2018-2019 Tuition Rate - Bonnie said that rates are calculated by the DOE-25 and that there very little change from last year. Currently there are no tuition students in the district this year. The elementary rates have gone down, middle school and the high school are slightly up. Chairperson Dave Mylott read the rates aloud for the public.

**Member Heather Clark made a motion to accept the 2018-2019 tuition rates. Seconded by Ben Leavitt. VOTE: 4-0 motion carries.**

Affiliated agreements - All sports Booster Club

**Member Heather Clark made a motion to accept the All Sports Booster Club Affiliated Agreement. Seconded by Deb Brooks. VOTE: 4-0 motion carries.**

Affiliated Agreement – Project Graduation

**Member Heather Clark made a motion to accept the Project Graduation Affiliated Agreement. Seconded by Deb Brooks. VOTE: 4-0 motion carries.**

Affiliated Agreement – Tempo

**Member Deb Brooks made a motion to accept the Tempo Agreement. Seconded by Ben Leavitt. VOTE: 3-0-1. Member Heather Clark abstained from the vote.**

### **APPROVAL OF MINUTES**

a. Public Minutes for August 16th, 2018.

Ben Leavitt recommended that a rewording in the Committee Reports section be made.

**Member Heather Clark made a motion to approve the minutes as amended. Seconded by Ben Leavitt. VOTE: 3-0-1. Chairperson Dave Mylott abstained from the vote.**

b. Public Minutes for August 27th, 2018.

Heather Clark requested that the adjournment time of 9:18 am be noted in the minutes.

**Member Heather Clark made a motion to approve the minutes as amended. Seconded by Ben Leavitt. VOTE: 3-0-1. Member Deb Brooks abstained from the vote.**

### **MANIFEST**

a. Payroll

**Member Heather Clark made a motion to approve payroll #5 in the amount of \$318,668.75. Seconded by member Ben Leavitt. VOTE: 4-0 motion carries.**

**Member Ben Leavitt made a motion to approve payroll manifest #4 in the amount of \$191,218.61 Seconded by member Deb Brooks. VOTE: 4-0 motion carries.**

b. Accounts Payable

**Member Ben Leavitt made a motion to approve accounts payable manifest #5 in the amount of \$585,895.33. Seconded by member Heather Clark. VOTE: 4-0 motion carries.**

Before they continued with individual comments, Dave Mylott spoke about re-establishing an elementary school or facilities committee. Heather wanted to know what the town thoughts are on forming this type of committee. The board discussed the matter further. Heather suggested that the board table this till the September 20<sup>th</sup> meeting. Deb did not see the need for a committee and would rather wait till 2024 when the bond will be paid off in 2025. Ben's thoughts were that we utilize the opportunity of building aide, when and if it becomes

available. Val suggested giving the town selectmen a tour of the buildings before any decisions would be made.

### **COMMENTS/OTHER**

Deb Brooks – Commented on how impressed she was with the first day of school and highlighted a few of the upcoming community events.

Heather Clark- Expressed her gratitude to parents that supported the elementary and middle school PTO for the staff breakfast.

Ben Leavitt – Commented about opening day of school and that he has heard from community how welcoming it was to parents and students.

Dave Mylott - Spoke about the boards' field trip to the schools earlier today which started at the elementary school. They were able to see the great work that has been done with the HVAC system and all the other things that had been done. He thanked all the workers during the summer and to teachers that for came in early to set up classrooms.

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

a. September 20, 2018 7:00 pm - Regular School Board meeting

### **NON-PUBLIC SESSION RSA: 91-A:3,II\***

**Chairperson Dave Mylott made a motion to go into non-public session according to RSA 91-A:3,II\* (\*a. personnel, b hiring, c. adverse reputation, d. property, e. legal, g. security functions, i. emergency function). Seconded by member Heather Clark. VOTE: 4-0 Motion carries.**

### **ADJOURNMENT**

The Board went into non-public at 9:30 pm.

Minutes submitted by,

Christine Cue  
Acting School Board Secretary