

**MEETING MINUTES  
EPPING SCHOOL BOARD  
April 19, 2018 – Town Hall  
7:00 pm**

**CALL TO ORDER**

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

In attendance were: Chairperson David Mylott, Member Deborah Brooks, Member Heather Clark, Member Nicole Carleton, Member Ben Leavitt, Superintendent Valerie McKenney, Business Administrator Bonnie Sandstrom, Student Member Rachel Martin

**SCHEDULED GUESTS**

a. EHS Senior Trip/EHS Teacher Katie Closs

Ms. Closs informed the School Board of the Senior Class Trip to Loon Mountain from June 8, 2018 to June 10, 2018. She described the activities planned for the weekend. There will be 23 seniors attending with three chaperones. Insurance coverage for this trip will be under Ski 93.

**Member Deborah Brooks made a motion to approve the 2018 Senior Trip as presented by Katie Closs. Seconded by Member Heather Clark. VOTE: 5-0 Motion carries**

b. Principal Brian Ernest/Update Board related to EHS

Principal Ernest provided a spring update on Epping High School. He highlighted community events such as the NHIAA Student Leadership Conference, the full day of training and professional development with the competency teams, and the Program of Studies. Principal Brian Ernest highlighted the honors and achievements of the high school students. He reviewed the next steps planned for next year. Principal Ernest presented a staffing proposal to change the science teacher for Grades 11 and 12 from an 80% position to a full time science position.

Superintendent McKenney said she supports this full time proposal. She explained it is difficult finding an 80% teacher and said they can move budget lines around to make that happen.

**Member Heather Clark made a motion to make the change in the staffing plan to the full time Science teacher. Seconded by Member Deborah Brooks. VOTE: 5-0 Motion carries**

Principal Ernest provided a list of upcoming events that are planned. He mentioned the positive climate there is with the students at Epping High School. Member Nicole Carleton also commented that she agrees with the positive climate being experienced at the high school.

c. Julie Morin, Program of Studies

Principal Ernest indicated Julie Morin was not able to attend the meeting and he would be presenting this to the Board.

The School Board explained they did not receive the proposed Program of Studies in advance for review. Principal Ernest said this could be tabled to the next meeting. Member Heather Clark stated it would be helpful to be provided with a cover sheet indicating what changes were made and what the rationale was for the changes.

The School Board agreed to table this to the next meeting.

d. Sarah Kiley, Work Study Practice Team

Sarah Kiley is the Coordinator for the Work Study Practice Team in the Epping School District. There are nine teachers on the team. Ms. Kiley, along with other members of the Team, presented a program update. In June 2014, the NH DOE outlined the rationale for Work Study Practices. They WSP team described the training through the 2Revolutions company. The timeline for introducing the four Work Study Practices were provided. The four Work Study Practices are self-direction, communication, collaboration, and creativity. They described the district wide plan for implementation.

Katie Closs described the benefits to the students in learning these skills. Teachers also found the conferencing to be a great process.

Chairperson David Mylott said he really finds it valuable to the School Board when teachers come in. He can tell they really believe in what they do and is thankful for the work they have put into this.

Member Deborah Brooks asked if parents will get a copy of this rubric. The teachers explained this is just a document they use. Parents will not get a copy of this.

Member Heather Clark said their enthusiasm and excitement is great. She would like to see a strong representation at all levels.

Katie Closs explained this is really a communal assessment and the results are being pulled in from all their classes. There are 28 teachers and most administrators have been through this course.

Superintendent McKenney explained if students have these four skills (Self Direction, Collaboration, Communication, and Creativity) they will be employable.

Member Heather Clark asked if they will be tracking students' progress. The teachers explained they haven't gotten to that point yet but hope to do this.

**PUBLIC COMMENTS** – no public comment

## **STUDENT REPORT**

Rachel Martin updated the Board. She said Spirit Week is coming to an end. Prom tickets are on sale. Prom will be May 11, 2018.

## **POLICY**

- a. IHBH – Extended Learning Opportunities – Second/Third Read

**Member Nicole Carleton made a motion to accept Policy IHBH. Seconded by Member Deborah Brooks. VOTE: 5-0 Motion carries**

- b. JLF – Child Abuse Reporting Requirements – Second/Third Read

**Member Deborah Brooks made a motion to approve JLF Child Abuse Reporting Requirements. Seconded by Member Heather Clark. VOTE: 5-0 Motion carries**

- c. ILBAA – High School Graduation Competencies/First Read

Member Deborah Brooks explained the edits to this policy reflect changes to coincide with competencies because this is all competency based now. This policy will go to a Second/Third Read.

Superintendent McKenney indicated she will be talking a lot about competencies during the next several meetings. She explained competencies and performance indicators in the different grade levels. This information will be in Power School and on the new website.

## **PERSONNEL**

- a. Resignation

Superintendent McKenney received a resignation from Jon Ludwig as Epping band teacher.

Member Heather Clark spoke highly of what he has done with music and the children. She wishes him continued success.

**Member Heather Clark made a motion to accept the resignation of Jon Ludwig with extreme regret. Seconded by Member Deborah Brooks. VOTE: 5-0 Motion carries**

## **SCHOOL ADMINISTRATOR REPORTS**

- a. 2018-2019 Paraprofessional School Year Calendar

**Member Heather Clark made a motion to accept the calendar as proposed. Seconded by Member Nicole Carleton. VOTE: 5-0 Motion Carries**

- a. Superintendent Report

Superintendent McKenney thanked the School Board for approving April 9<sup>th</sup> as a Professional Development Day. Vertical alignment needs to be completed in July.

She congratulated Dr. Justin Benna who earned his Doctorate in Education from the University of New Hampshire. She was proud to announce Epping made the list of Top New Hampshire School Districts for 2018. In regards to the new website, a question was raised related to the cost savings of not needing to use School Messenger. The annual cost savings will be \$2,064.35. The date for the First Annual Epping District Event has been re-scheduled for May 4, 2018 with a rain date of May 7, 2018 due to the conditions of the fields. There is a School Safety video that will be shown and she will provide the link to the School Board members. She explained that due to some recent concerns related to facility usage, the Facilities Committee will be reconvening. Chairperson David Mylott explained it is time for them to look at the rules and how to control it. Member Nicole Carleton and Member Ben Leavitt have agreed to be School Board representatives on the Committee.

b. Committee updates and reports

Member Deborah Brooks said an SST meeting is scheduled for May 14, 2018.

Chairperson David Mylott attended a Safety Committee meeting. He said it was a good meeting and it is good for the people throughout the schools to keep in touch with what is going on.

Member Heather Clark stated the Elementary School PTO and Middle School PTO are in the process of getting ready for Teacher Appreciation Week with several events being planned. She attended a Life of a Blue Devil meeting and they were talking about a seminar regarding Vaping and received some good information on it. She attended a Budget Committee meeting and they thanked Bonnie Sandstrom for all the work she did and they were sorry to see her go. They also requested a timeline for the HVAC system.

Member Ben Leavitt will be attending a Technology Committee meeting in June.

**FINANCIAL BUSINESS & DISTRICT SERVICES**

a. HVAC discussion and vote

Chairperson David Mylott explained the first step was to bring in a Project Management team to oversee the entire project. He met with Superintendent McKenney, the interim Facilities Director and the Turner representative. Two companies were interviewed and both are highly respected and professional. They have chosen Meridian Construction. Their goal is to get everything done before school opens and if things happen beyond their control that would prevent that from happening, they have a plan so that it could be done without impact to the school.

Member Deborah Brooks did the reference checks and provided the School Board with detailed notes on each of the three references she spoke with. She said that all three references were wonderful.

**Chairperson David Mylott made a motion to accept Meridian Construction as the project management company for the HVAC project. Seconded by Member Deborah Brooks.  
VOTE: 5-0 Motion Carries**

Superintendent McKenney said there is an orientation meeting planned for this project on April 26, 2018.

b. April Financial Report

Bonnie Sandstrom reviewed her Business Administrator's Report dated April 19, 2018 with the School Board. Documents will need to be signed by the end of May so she asked if there will be any School Board members away or on vacation at that time, to let her know. Member Deborah Brooks said that Member Heather Clark will need to sign the payroll in her absence.

**APPROVAL OF MINUTES**

a. Non-public Minutes for March 15, 2018

**Member Nicole Carleton made a motion to approve the March 15, 2018 non-public minutes. Seconded by Member Deborah Brooks. VOTE: 5-0 Motion Carries**

b. Public Minutes for April 5, 2018

Member Deborah Brooks recommended an edit to the minutes.

**Member Deborah Brooks made a motion to approve the minutes as amended. Seconded by Member Ben Leavitt. VOTE: - 5-0 Motion Carries**

c. Non-public Minutes for April 5, 2018

**Member Deborah Brooks made a motion to approve the minutes as written. Seconded by Member Nicole Carleton. VOTE: 5-0 Motion Carries**

**MANIFEST**

a. Payroll

**Member Heather Clark made a motion to approve Payroll Manifest #21 in the amount of \$488,786.83. Seconded by Member Ben Leavitt. VOTE: 5-0 Motion Carries**

b. Accounts Payable

**Member Heather Clark made a motion to approve Accounts Payable Manifest #21 in the amount of \$162,176.08. Seconded by Member Deborah Brooks. VOTE: 5-0 Motion Carries**

**COMMENTS/OTHER**

Member Deborah Brooks attended the Elementary School play and said she was so impressed and it was fantastic those kids have that opportunity.

Member Nicole Carleton is looking forward to vacation and hopes everyone comes back well rested.

Member Heather Clark gave her personal congratulations to Justin Benna on receiving his Doctorate in Education. She had the opportunity to attend the World Fair presentation and said it was amazing. She gave a shout out to Austin Clark who has qualified for finals as a member of the Track Team.

Member Ben Leavitt congratulated the schools on their Spirit Week. He commented on how excited the kids were to do the individual events.

Superintendent McKenney stated they have interviewed for the Business Administrator position and one candidate will be coming in tomorrow. She commented on how helpful Bonnie Sandstrom has been during this process.

**NEXT MEETING TO BE SCHEDULED**

- a. May 3, 2018 – Regular School Board Meeting

**ADJOURNMENT**

**Member Heather Clark made a motion to adjourn the meeting. Seconded by Member Ben Leavitt. VOTE: 5-0 Motion Carries**

The meeting adjourned at 9:00 pm.

Minutes submitted by,

Linda Mahoney