

**APPROVED MEETING MINUTES**  
**EPHING SCHOOL BOARD**  
**September 5, 2019 - Town Hall**  
**7:00 pm**

**CALL TO ORDER**

Chair Deborah Brooks called the meeting to order at 7:01 pm with the Pledge of Allegiance.

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

Deb requests that the public add agenda items ahead of time in order to give the board time to prepare an answer and gather research. Members of the public would have to call Valerie by the Friday before the school board meeting. Additionally, restrict public comments solely to agenda items each meeting. Dave clarified that public comments are important to the board.

Parent Amy Hodgkin wants to make sure that the loop gets closed and that parents can get updated on how certain items ended up getting resolved. Dave said he thinks it's fine to bring up unclosed items from the last meeting.

**SCHEDULED GUESTS**

a. Dr. Justin Benna - EES Goals and Update

Benna showed pictures from the first day of school. There was a general discussion about their three specific goals. Assistant Principal discussed the "EES Guiding Principles". He wants to work on the "dos" for handbook since the handbook mostly features "don'ts". He wants the focus to be on the students' ideas and have a conversation leader(s) to help them out. This will be implemented next week, and then he'll start a PR campaign to get everyone on the same page. Ben asked what he's proposing for group composition. He said his idea was third, fourth, and fifth graders with about 10-12 students and three to four adults.

There was a general discussion about the content driven professional development opportunities for teachers. Ben questioned who comes up with the professional development opportunities. It is a collaborative effort with Maryanne.

The library was renovated and looks very nice. UNH education students are pairing up with teachers at the elementary school.

Dave questioned the bus situation that happened at the elementary school during the first week of school. Dr. Benna said that the kids weren't on the wrong bus, but the bus lists didn't match up. Only one bus came back on Tuesday for one kid who didn't have a parent to pick them up. The email that was

sent out regarding the situation wasn't written very clearly and caused confusion. The timing on the bus lists and what's on the website are getting updated. Some routes are changing, and some students are getting switched to other buses in order to make more timely drop offs. Heather wants the lists with times getting sent out to parents. Parent Jordan brought up the point that most parents don't just check to see if routes are updated. Email would be useful. Originally, the list was only on Facebook and not everyone uses it.

b. Russ Hero and Chief Wallace - Memorandum of Understanding

Hero said that the school had a great first day. He commented about the parking lot changes and said it's very safe now. He believes students like it. The Memorandum of Understanding will now be updated every September versus October. There are added responsibilities to the MoU. There was a general discussion about the change in Hero's schedule. Val will update the time change. Dave asked if people still try to park in the wrong spots. The answer was no since there are now cones to discourage it. Hero is also able to write tickets if necessary. Dave was impressed with how much Hero does.

**Chair Deborah Brooks made a motion to approve the Memorandum of Understanding. Moved by Member Heather Clark. Seconded by David Mylott. VOTE: 5-0. Motion carries.**

c. Valerie McKenney - District Safety Update

Val reviewed the emergency management cycle: mitigation, preparedness, response, and recovery. Department of Homeland Security looked at the schools and made security suggestions. They updated some of the smaller suggestions. The emergency summer preparations were reviewed. There was a general discussion about the Epping Emergency management accomplishments. Paid teachers \$75 for completing ISC-100. It's very important for receiving grant money and paying teachers/staff led to higher completion levels. Hero went through all of the cameras and made sure they were all working properly. Stressed the importance that all doors must remain locked and monitored. A safety reminder to lock doors and windows. They applied for and received a lot of grants. Mental health is very important, and they're working on aligning the health curriculum from kindergarten through 12<sup>th</sup> grade. Reminded people to always notify police/fire of situations. Communicating to parents as quickly as possible is one of their top priorities. Trying to come up with quick messages to send to parents. SRO is very useful in schools. Police are in charge when they get to the scene in the case of an emergency. Medical services are provided by the fire department. Chief DeAngelis is the Epping Emergency Management Director. There will be CPR training available.

Heather questioned if there would be safety meetings this year, and there will be.

In the case of an emergency, Nicole prefers something goes out from school versus students sending texts to their families. Heather asked if they have the option to send texts through the School Reach. Val thought it was a great question and will look into it.

**PUBLIC COMMENTS**

Chris wants all the information that the board gets. He wants to be able to read it before the meetings. Someone is supposed to be looking into it. Dave is going to add it to the next meeting agenda. They will have an answer by next week.

## **POLICY**

a. GBEF - School District Internet Access for Staff - Second/Third Read

**Member Nicole Carleton made a motion to accept policy GBEF - School District Internet Access for Staff as written. Seconded by Heather Clark. VOTE: 5-0 Motion carries.**

b. GCA - Professional Staff Responsibilities - First Read

No longer required to have “highly qualified” staff. Last updated in 2006. Dave questioned qualified status and if they’re lowering standards. It has nothing to do with certification; it has to do with extra add-ons. NHSBA recommended to remove since it’s not required. Val doesn’t think “highly qualified” staff exist anymore. There was a general discussion about what “highly qualified” means. Moved for second/third read at the next meeting.

c. JICL - School District Internet Access for Students - First Read

The changes involved the language of the policy. Heather questioned the internet access available to students. There are restrictions and filters set up to prevent certain sites while at school for all students. Some of the filters for the Chromebooks also apply at home. Ben asked if this was all in house, and it is. Moved for second/third read at the next meeting.

d. KDC - School District Website Publishing Policy-First Read

District website publishing policy – changes mostly involve the language. Heather asked if there was a link for parents to ask questions on the website, and there is. Moved for second/third read at the next meeting.

## **PERSONNEL**

a. None

## **SCHOOL ADMINISTRATOR REPORTS**

a. Superintendent’s Report

Val’s goal is to create clear communication using PowerPoints. Val showed opening day pictures and introduced new staff members. She’s looking for more parents and students who want to be more involved with the competency implementation team, facilities committee, the culture and climate committee, and the parent safety committee. Briefly discussed what each committee focuses on. There was a general discussion about picture days, open houses, and other upcoming events. Ben questioned the Facebook pages for the different schools, and if there was a way to delete dead pages. The elementary school has two Facebook pages, and one of them is inactive. Benna said that they don’t have the password to the inactive page, but they’ll work on it. Heather reminds parents that they need to register their kids. They’ll be sending out a test email at the end of September.

## **FINANCIAL BUSINESS & DISTRICT SERVICES**

### **a. SAU Roof Bid Approval**

Don Nichols did a checklist between three company bids. There are currently active leaks in the SAU roof, and the whole roof needs to be replaced. Don proposes Century Roofing for a total of \$28,980. This would be expensed at last year's budget. Heather questioned if they could get it completed on the weekends, and they plan on it. Waste removal is provided. Deb questioned the price and the labor costs. The different companies tried checking the rotting levels of the roof. They didn't see any, but there still might be some. If there is an extra fee, it will still be covered by last year's budget.

**Member Heather Clark made a motion to accept the bid from Century Roofing for a price of \$28,980 for the replacement of the roof at the SAU building. Seconded by Member Ben Leavitt. VOTE: 5-0 Motion carries.**

### **b. Copier Bid Approval**

Canon offers "pay as you go" printing. This will save money during certain months. Only pay for what they use. They also have a feature that will allow teachers to use key card or touch pad and use printers throughout district. Printer monitoring is now possible. \$2,900 monthly lease for 15 copiers across 3 buildings. Canon support for the 19 printers free-of-charge. Heather questioned the 19 printers. They will be getting three new enterprise printers for \$1,942. Ink and toner are part of the lease. Transportation of equipment are included in the lease. It is a four-year lease. Color will now be part of the copiers and not available in printers. This is faster and cheaper. Canon is willing to come in on weekends and nights.

**Member Heather Clark made a motion to accept the bid with Canon for the copiers and printers for the upcoming year. Seconded by Member Nicole Carleton. VOTE: 5-0 Motion carries.**

## **SUPERINTENDENT SEARCH AGREEMENT**

Deb was impressed with NHSBA and thinks they're very accommodating. Heather also likes NHSBA and thinks it's important to back what we use for our students regarding competencies. Ben likes the use of recorded interviews and thinks it promotes inclusiveness. Heather thinks it's extremely important to have the final candidates meet with the public. Nicole thinks that the type of interviews they use will elicit a deeper level of understanding of the candidates. Dave thinks that they're both outstanding companies. He has worked with NESDEC on searches and thinks NHSBA has been outstanding to work with as well. It's important to share how people will be involved and stay on top of communication since the process will be slightly different compared to past searches. Deb agrees and thinks they should meet with NHSBA to get on the same page.

**Member Heather Clark made a motion to accept the bid from the NHSBA for \$15,000 in order to find a new superintendent. Seconded by Member Ben Leavitt.**

**Member Heather Clark amended her initial motion for \$15,000 plus the negotiated expenses for NHSBA. Seconded by Member Ben Leavitt. VOTE: 5-0 Motion carries.**

### **STUDENT REPORTS**

Faith talked about the new flex block. She thinks students are liking it so far. It's something to get used to since classes are shorter. Students are only allowed to leave school if they have privileges. Clubs can meet during flex block. They're going to brainstorm different ideas that teachers could run during flex block. General discussion about how flex block affects the class schedule. They'll start using "book your own time" next week. There's only one lunch period now, and it's around 42 minutes. Kids with privileges can walk around wherever they want, but no one has privileges yet since the school year just started. The high school is now a unified banner school. There will be an assembly at the end of the month to unveil the banner. Only four or five other schools in the state have this accomplishment. General discussion about their welcome back plans for fellow students. Heather commented on the voice over video. She thought it was informative. The students thought the video helped. Teachers are happy about the formatives. Val and Faith had a general discussion about the competency conference. Faith was the only student there.

### **APPROVAL OF MINUTES**

a. Public Minutes for August 15, 2019

**Member Heather Clark made a motion to accept the public minutes from August 15, 2019. Seconded by Member Nicole Carleton. VOTE: 4-0. Motion carries. Chair Deborah Brooks abstained.**

b. Non-public Minutes for August 15, 2019 prior to Board Mtg.

**Member Heather Clark made a motion to accept the minutes from August 15, 2019. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries. Chair Deborah Brooks abstained.**

c. Non-public Minutes for August 15, 2019 preceding Board Mtg.

**Member Heather Clark made a motion to accept the minutes from August 15, 2019. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries. Chair Deborah Brooks abstained.**

d. Public Minutes for August 22, 2019 - Meeting for new teacher approval

**Member Heather Clark made a motion to accept the minutes from August 22, 2019. Seconded by Vice Chair David Mylott. VOTE: 3-0. Motion carries. Chair Deborah Brooks and Member Ben Leavitt abstained.**

e. Public Minutes for August 29, 2019 Meeting

**Member Nicole Carleton made a motion to accept the minutes from August 29, 2019. Seconded by Vice Chair David Mylott. VOTE: 5-0. Motion carries.**

Non – public minutes for August 29, 2019 will be placed in the folder for approval at the September 19, 2019 meeting.

**Vice Chair David Mylott made a motion to accept the school district’s affiliated agreement with Tempo for 2019. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries. Member Heather Clark abstained.**

**Vice Chair David Mylott made a motion to accept the school district’s affiliated agreement with Epping Middle School PTO for 2019-2020. Seconded by Member Ben Leavitt. VOTE: 4-0. Motion carries. Member Heather Clark abstained.**

### **MANIFEST**

#### a. Payroll

**Member Heather Clark made a motion to approve payroll manifest #4 dated 8/23/2019 in the amount of \$154,976.14. Seconded by Ben Leavitt. VOTE: 5-0 Motion carries.**

**Member Heather Clark made a motion to approve payroll manifest #5 dated 9/6/2019 in the amount of \$336,050.53. Seconded by Ben Leavitt. VOTE: 5-0 Motion carries.**

#### b. Accounts Payable

**Member Heather Clark made a motion to approve the accounts payable manifest #5 dated 8/29/2019 in the amount of \$496,472.51. Seconded by Member Ben Leavitt. VOTE: 5-0 Motion carries.**

### **COMMENTS/OTHER**

Ben said thanks for the tour tonight and thought it was a wonderful experience. He wanted to remind people about the next PTO meeting.

Heather commended Don and his team for their work over the summer. She welcomed everyone back. Stressed the need for community involvement in different committees and groups. She mentioned the Girl Scout’s Silver Project and wants them to come in to a meeting to be recognized.

Dave had a general discussion about the two types of data, how the data is used, and how it should be given out. There will be two different groups for qualitative versus quantitative data. They’ll come up with measurable actions that can be tracked over a two year time frame. Action progress slide for administrators at meetings. He thanked Don and Laurie for their hard work, and he welcomed Deb back.

Deb thrilled to hear excitement from students and pleased to hear that lunches are working. She’s anxious to see how flex block will work, and she’s thrilled to be back.

Bonnie said the energy audit will be at the first meeting in October.

**NEXT MEETING TO BE SCHEDULED**

a. September 19, 2019

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

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

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

Meeting went into non-public session at 9:29 pm.

**ADJOURNMENT**

**Chair Deborah Brooks made a motion to adjourn the meeting. VOTE: 5-0 Motion carries.**

The meeting adjourned at 9:30 pm.

Minutes submitted by,

Dagny Wilkins  
School Board Secretary