

## **APPROVED MEETING MINUTES**

### **EPPING SCHOOL BOARD**

**February 20, 2020 - Town Hall**

**School Board Meeting - 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 Heather Clark, Member Nicole Carleton, Superintendent Valerie McKenney, Business Administrator Bonnie Sandstrom, and Student Taya Morgado. Member Ben Leavitt and Student Faith Williamson were absent.

#### **SCHEDULED GUESTS**

a. Auditors - Mike Campo & Ashley Miller from Plodzik & Sanderson

Mike Campo discussed numbers regarding Epping's budget.

He recommends purchase orders. He said that every policy should be looked at by the Board once every three years. Additionally, the Board should have someone go through and clean out any stale dated checks.

He complimented Business Administrator Bonnie and her team.

He said that their accounting software is one of the most widely used by other school districts.

b. Program of Studies - Brian Ernest

John and Julie from EHS discussed attendance, academics, discipline, and the Program of Studies. They showed the Board several graphs and charts related to student attendance, GPA's and student discipline.

There were no bullying claims that led to investigation this year, and the amount of suspensions have been down this year as well.

Julie discussed the Program of Studies; there are new course offerings. Member Heather asked if these corresponded with state guidelines, and they're currently working on that. They updated

the grading and reporting scale as of September 2019. Criteria was added for graduation honors, and updates were made to the honors diploma. It is now in line with NH Scholars requirements. It will be going into effect with the current freshmen class.

PowerSchool only shows cumulative GPA.

AP students aren't required to take the AP test.

Vice Chair David asked what happens if a class isn't full enough in terms of the number of students taking it. They said that they'd monitor the situation and potentially switch it to independent study.

Heather asked if the second semester of senior year would be included when it comes to ranking and speeches, and it will not be. Heather discussed this topic briefly.

Superintendent McKenney and John discussed the Computer 1 Project. They will be giving students who have successfully completed a computer course at the Middle School level one credit at the High School. Students will be able to work towards higher level computer classes faster now.

They are trying to reschedule the ASVAB test.

Moving forward, they will be increasing graduation requirements.

They also discussed VLACS guidelines. They don't want to limit any students. Dave wants to make sure that communication around this is really clear. In terms of VLACS guidelines, Heather would like something available to parents and students over the summer if possible, to help answer any questions they may have. Nicole thinks waiting is better in order to collect more data. Brian suggested a FAQ sheet about VLACS. Deborah suggested a VLACS seminar during FlexBlock.

Heather wants consistency in class descriptions, i.e. language involving tests vs summatives.

David asked how the staff and students are overall. Principal Ernest said that they're having a good year. He's proud of the students' discipline. Students work hard for their privileges. He thinks that the new schedule has made a difference. David appreciates all that they do.

Deborah brought up class sizes. She talked about a 12-student minimum in classes. She said a policy needs to be brought to the Board about this since classes and electives are expensive. She doesn't think that Epping can afford to have super small class sizes.

She said that Principal Ernest might need to make some cuts, and they will need to look more into it. The enrollment is down by roughly 28 students this year.

The Board would like to know how many students leave for SST. Deborah would also like to see a breakdown of how many students are in each teachers' class.

**Member Heather Clark made a motion to accept the Program of Studies with the requests that they made. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

c. Camp Cody for 20-21- Valerie McKenney on behalf of EMS

The annual 7<sup>th</sup> grade trip to Camp Cody trip will be in Freedom, NH. It will be September 21<sup>st</sup> to the 24<sup>th</sup> of 2020. It will cost \$325 per student. There has been a variety of fundraising, and there is money available to help students if needed.

**Member Nicole Carleton made a motion to accept the Camp Cody trip in 2020. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

### **PUBLIC COMMENTS**

None

### **POLICY**

a. Policy DAF- Administration of Federal Grant Funds- First Read

Email Superintendent McKenney with any questions. This was moved to a second/third read for the next meeting.

b. Policy EHB- Data/Records Retention - First Read

Minor changes. Online and cloud information is permanently saved. This was moved for a second/third for the next meeting.

c. Policy EHB-R Local Records Retention Schedule - First Read

This was moved to a second/third read for the next meeting.

d. GBEF-R - Acceptable Use Procedures-Staff - Second/Third Read

**Vice Chair David Mylott made a motion to accept policy GBEF-R - Acceptable Use Procedures – Staff. Seconded by Member Nicole Carleton. VOTE: 4-0. Motion carries.**

e. JICM - Bring your own Device - Students - Report back regarding decision for tabled policy

This was brought to the Technology Committee for review. They had a meeting to specifically discuss this policy. This isn't a required policy. The Technology Committee's recommendation is to remove the policy all together. It was removed.

## **PERSONNEL**

### a. Resignation

On February 19, 2020, Superintendent McKenney received a resignation from EES Principal, Justin Benna.

**Member Nicole Carleton made a motion to accept his resignation with regret.  
Seconded by Member Heather Clark. VOTE: 4-0. Motion carries.**

## **SCHOOL ADMINISTRATOR REPORTS**

### a. Student Reports

The NHIAA sent two representatives to meet with the Student Leadership Committee. The NHIAA is helping them with school culture. They will be meeting again on March 3<sup>rd</sup>. There are around 15 to 20 students in the SLC.

On March 3<sup>rd</sup>, there will be a ski trip at Gunstock Mountain for Epping Middle and High School students.

NHS finalized the donation boxes for the troops who are Epping alumni.

The Mardi Gras parade was yesterday, and it went through all three schools.

The girls' basketball senior night was 2/19, and the boys' is 2/21.

The students are very excited for vacation.

### b. Superintendent's Report

Superintendent McKenney discussed the Parent Communication Survey. She said that 129 parents completed the survey. On 2/24, the survey results will be reviewed. The parents want to hear from their child's teacher if their child is having a hard time. A new communication plan might come to the Board in May 2020.

Regarding the late bus situation, students at EMS and EHS are welcome to take the elementary busses at 3:30 pm. Parents or students can contact the principals for more information.

EHS had a successful visit with Fremont, but Fremont has a contract with Sanborn until Fall 2025.

Superintendent McKenney thanked and complemented Dr. Benna. She discussed how they are going to handle the replacement hiring process. She is looking to form a committee to help with this process. She would like it to be composed of 1 grade five student, 4 teachers, 1 parent and 1 board member.

She discussed the climate and culture highlights. Also, she mentioned upcoming meetings.

She wished everyone a happy vacation.

### c. Committee Reports

David discussed the Technology Committee in the policy section.

Heather mentioned that there is a Budget Committee position available.

The EES PTO had an ice cream social, and it was a huge success. Additionally, they have an Easter bunny breakfast coming up.

The EMS PTO will be having another collection for Savers the Friday after vacation.

## **FINANCIAL BUSINESS & DISTRICT SERVICES**

### a. Financial Update

She handed out the financial report. Heather would like these to be continued to be sent out to the budget committee.

### b. RFQ for Middle/High HVAC

Chair Deborah said that the Budget Committee didn't approve the warrant article because they believed that the Board didn't look at enough bids. Deborah talked to Kristen Bahnys from NH Saves. Kristin recommended that the Board goes with a performance contractor. She said that they will get more rebates from the benefits system. More specifically, she recommended EEI. Since working with EEI didn't work out, Kristin recommended finding three additional potential companies. She advised against oil. She doesn't think that rebates will be available for oil in the near future, but it isn't set in stone yet. If it's possible, she recommends that the Board takes a holistic approach regarding the repairs and upgrades.

Joe Trombley discussed the boiler situation and potential upgrades. He mentioned pros and cons for different options. Joe Trombley will meet with Deb, Don, and Bonnie to rewrite the RFQ.

## **APPROVAL OF MINUTES**

### a. January 13, 2020 Minutes

**Vice Chair David Mylott made a motion to accept the public minutes from January 13, 2020 as amended. Seconded by Member Heather Clark. VOTE: 3-0. Motion carries. Member Nicole Carleton abstained.**

### b. January 16, 2020 Minutes

**Member Nicole Carleton made a motion to accept the public minutes from January 16, 2020 as written. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

### c. January 16, 2020 Non-Public minutes

This was tabled until the next meeting.

### d. January 30, 2020 Non-Public minutes

**Member Heather Clark made a motion to accept the Non-Public minutes from January 30, 2020 as written. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

## **MANIFEST**

### a. Payroll

**Member Heather Clark made a motion to approve payroll manifest #13 dated 12/27/2019 in the amount of \$662.96. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

**Member Heather Clark made a motion to approve payroll manifest #15 dated 1/24/2020 in the amount of \$357,208.30. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

**Member Heather Clark made a motion to approve payroll manifest #16 dated 2/7/2020 in the amount of \$362,841.36. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

**Member Heather Clark made a motion to approve payroll manifest #17 dated 2/21/20 in the amount of \$493,914.97. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

b. Accounts Payable

**Member Heather Clark made a motion to approve accounts payable manifest #15 dated 1/23/2020 in the amount of \$441,088.75. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

**Member Heather Clark made a motion to approve accounts payable manifest #16 dated 1/30/2020 in the amount of \$533,103.65. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

**Member Heather Clark made a motion to approve accounts payable manifest #17 dated 2/13/2020 in the amount of \$296,350.73. Seconded by Vice Chair David Mylott. VOTE: 4-0. Motion carries.**

**COMMENTS/OTHER**

The Board wished everyone a happy and safe vacation.

Vice Chair David mentioned the Scholastic Arts Awards' students. He said that all the schools in New Hampshire compete. The Epping School District has four members moving on to Nationals in New York. There were also Silver Keys and Honorable Mentions given to ESD students.

Chair Deborah thanked the Superintendent Search Committee for all their efforts. They found a new Superintendent for the start of next year. She is sad to hear that EES Principal, Dr. Benna, will be leaving.

**NEXT MEETING TO BE SCHEDULED**

a. March 5, 2020 - 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 go into Non-public session at 10:11 pm. VOTE: 4-0. Motion carries.**

Minutes submitted by,

Dagny Wilkins

School Board Secretary