

## **APPROVED MEETING MINUTES**

**November 19, 2020**

**EPPING SCHOOL BOARD - LIVE/Epping TV Channel 22**

**Epping Town Office**

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

### **CALL TO ORDER**

Chair Deborah Brooks called the meeting to order at 7:03 pm with the pledge of allegiance.

In attendance: Chair Deborah Brooks, Vice Chair David Mylott, Member Heather Clark, Member Ben Leavitt, Member Robin O'Day, Superintendent Furbush, Business Administrator Bonnie Sandstrom, Student Taya Morgado, and Student Emily Kelly.

### **SCHEDULED GUESTS**

a. Kerstin Rossel & Amy Newman - Summer Book Mobile

They discussed why they felt Epping needed a book mobile. They realized a lot of kids were missing out on access to books and human connection especially during the pandemic. They prepared by writing a proposal. They had to prepare to operate during the pandemic. They drove around town and picked 16 spots throughout Epping. They sorted through tons of books. They also advertised in the form of flyers. They discussed their steps to success. They branded themselves and created signs with QR codes to update customers. They got to know their readers and cater to their preferences. They connected with the families on social media. They were able to collect a lot of data which helped them plan for the following weeks. Each week they served about 60-120 students. They handed out around 100 books per week. The community was awesome and donated a huge number of books. They received feedback from the community, and it was very positive. Most families saw that their children read more this summer compared to past summers. Students of all ages also gave very positive feedback. It wasn't just for the younger students. High schoolers were also able to utilize the book mobile. Mikhail Ozols, a high school student, said that he hopes it continues in the future years, and it has helped him read more. They welcomed returns, but if a person wanted to keep a book, they were more than welcome to. They also covered parents' and students' requests and recommendations. They discussed their future plans. They will be doing this again in Summer 2021. They are still taking

donations. Robin pledged \$500 towards this fund on an annual basis. David said that it is a wonderful idea and great for the kids. Heather said that everyone loved the book mobile, and it has been great. She is very thankful for the people they have in this community. Ben said that his kid loved it, and he noticed how much other students in the community enjoyed it as well.

b. District Calendar 2021-2022 – Revisit

The staff is split between the two plans. Superintendent Furbush updated the calendar with some suggestions that the staff had. Heather noted that there is no voting on 9/7/21, so there is no need for a PD day then. Heather recommended moving the PD day to 9/24/21. There is no conflict with the SST calendar. Superintendent Furbush said that either calendar will work. There seems to be a slight preference for after Labor Day. The only reason why this is in question is since Labor Day is so late this coming year. Michelle Mylott stated her opinion on the calendar and asked a question. She is against having Graduation Day on Father's Day weekend. Nicole, Parks and Rec Director, gave her opinion. She said that starting school after Labor Day is helpful for her in terms of hiring staff. They typically run six weeks of camp during the summer. She is split between the two options and gave her reasoning. Superintendent Furbush said that he would like them to consider scenario two with the update. The update is having school on 9/7/21 and moving the PD day to 9/24/21. Heather recommends starting school after Labor Day and having a hard stop on 6/17/22. This would move Graduation Day to 6/10/22. Robin is in favor of starting school before Labor Day.

**Vice Chair David Mylott made a motion to approve the Pre-Labor Day Scenario 2 schedule with the 9/7/21 PD day being pushed back to 9/24/21. Seconded by Member Ben Leavitt. VOTE: 4-1. Motion carries.**

Heather discussed the 5/27/21 PD day. Superintendent Furbush recommends not moving it to the end of the school year. Rachel, teacher at the elementary school, said that moving back the 11/2/21 PD day would be helpful in terms of student achievement reports. Superintendent Furbush thinks moving it back after student achievement reports would be too late. There was a discussion about the 11/2/21 PD day. Additionally, there was a discussion about bus contracts and how there is no voting this coming year.

c. Bus Routes - Bill Furbush

Superintendent Furbush had a conversation with the bus company. They are proposing eliminating bus route number seven. Bus route number six would absorb roughly 11-12 students, and it wouldn't add much time to the route. There are around 18-19 students on most bus routes.

Bus route number two in the afternoons has around 30 students making it the busiest route. Eliminating bus route number seven would be a \$55,000 cost saving to the district. It would take effect November 30<sup>th</sup>. He wants to give families enough time to be aware of the situation. This would also help Exeter since they're currently short bus drivers. Deborah asked what would happen if things were to go back to normal this spring or next year. It's in writing that they would be able to add back the bus route.

**Vice Chair David Mylott made a motion to remove bus route number seven. Seconded by Member Heather Clark. VOTE: 5-0. Motion carries.**

#### d. 4x1 Phase 3 Instructional Calendar

Superintendent Furbush discussed this calendar. He asked the staff what their stress level is this year. The majority of the staff said they were highly or extremely stressed. He said that this level of burnout is not sustainable. He read some of the teachers' comments. The teachers want the district to continue with the 4x1 Instructional Calendar. Only 21% of the community said that it may be a challenge to continue with that calendar. The Reopening Task Force has been working hard. They took a look at the different districts around them, and Epping far exceeds other districts in terms of in-person days. The students are very supportive of remote Fridays; he read some of the students' comments. Principal Cantagallo talked about the elementary school plan for the 4x1 calendar. The classes will focus on one content area per remote day. They'll make sure to give parents the support they need. The plan varies slightly per grade level. They have a plan in place for para educators. Teacher Rachel went over what a second grader's day would look like on a remote day. Rachel said that having time in the afternoon for recording videos for the following week is very helpful. Parent feedback was really positive about this calendar, and they realize the value added to the teachers and students. Robin is in support of this schedule and explained how important it is for students' mental health as well. Ben asked about Chromebooks, and Principal Cantagallo said that they would only get sent home with families who want them. Joy discussed the middle school plan for the 4x1 calendar. Heather asked where the teachers will be teaching from. Superintendent Furbush said that some teachers will be in the building, and others will be at home. Deborah asked what a typical day for teachers looks like this year. They must clean and wipe the desks and chairs between classes. The way classes move takes away time from the teachers. They have lost a lot of planning time. UA Special is sometimes in a teacher's classroom, and they have to plan while students are in their room. Brian discussed how the staff at the high school will utilize the 4x1 schedule. Sean addressed Heather's question about Google Meets. Taya also addressed Heather's question and explained how her teacher handles Google Meets. Nicole wants to make sure that this calendar meets the teachers' needs and will help with their stress levels. Joy thinks that it will. All three schools have different needs, and the needs must be taken into consideration. This calendar will help the teachers with planning time.

Deborah asked if the teachers have to report to their buildings on Fridays. Joy said that it would be a problem for some teachers. Administration will be watching closely to make sure everyone is still doing their job properly. Nicole made a comment from a taxpayer's point of view. She said that the budget has gone up and so have taxes. She said that bus expenses would go down by 20% with eliminating in-person Fridays. She said that this money could go back to the taxpayers. Superintendent Furbush and Bonnie have already talked about this, and they agree with her. Parent Michelle Mylott is very optimistic about this new schedule. David thanked everyone who is on the Task Force. He thinks it's a really great compromise and gave some insight on their meetings. Heather said that there were lots of conflicting views. She is in support of this. She also likes that Principal Cantagallo brought up the plan for the para educators. Parent Amy thanked David for giving perspective about the conversations within the Task Force. She brought up her concern about teachers having enough time. Teacher Rachel said that she is hopeful that they'll have enough time in the afternoons. Rachel thanked Amy for keeping the teachers in mind, and Joy echoed that. Superintendent Furbush said that this proposed calendar would start on Friday December 4<sup>th</sup> and go through June 18<sup>th</sup>. Nicole brought up holiday and PD day weeks and her concerns. Heather agreed with Nicole and likes having Fridays off consistently. There was a discussion about these dates. The Board is leaning towards leaving the PD days where they currently are. There was a discussion about whether this schedule should continue through the first semester or the rest of the year. The Task Force recommends continuing with this schedule through the end of the year unless something changes.

**Vice Chair David Mylott made a motion to approve the 4x1 Phase 3 Instructional Calendar until further notice or through the end of this school year. Seconded by Member Heather Clark. VOTE: 5-0. Motion carries.**

This will not affect SST students.

#### e. High School HVAC Warrant Article Discussion

Deborah met with Joe Trombley to discuss this topic. They compared EEI's proposal from last year and MB Mechanical's proposal from this year. Deborah said that MB Mechanical is a better deal and that this is the right proposal for Epping. Everything in the proposal is necessary.

**Member Heather Clark made a motion to approve the High School HVAC Warrant Article. Seconded by Vice Chair David Mylott. VOTE: 5-0. Motion carries.**

MB Mechanical came up with a contingency plan. They have a portable boiler if necessary; it is not cheap. Parent Jen Chapman brought up the situation with the elementary school heating system from two years ago. The district had an issue with the costs going up quite a bit. David

said that Joe's help should eliminate that from happening. If something goes wrong, the district will have the engineering work at least.

Parent Amy advocated for the fact that this project needs to be done. She gave some suggestions. MB Mechanical will try to get all of the grants that they can.

On 12/16, MB Mechanical will attend the Budget Committee meeting when they discuss the warrant article. Joe said that the current proposal price cannot go above the current number. It will cost the district more the longer they wait. MB Mechanical has done some rough ROI calculations. Parent Jen brought up concern over price differences between oil boilers and propane.

## **POLICY**

a. DGA - Authorized Signatures (new policy) - 2nd/3rd Read

**Member Heather Clark made a motion to approve Policy DGA - Authorized Signatures. Seconded by Member Robin O'Day. VOTE: 5-0. Motion carries.**

b. DK – Payment, Reimbursement, and Payroll Procedures - 2nd/3rd Read

**Member Heather Clark made a motion to approve Policy DK - Payments, Checks & Manifests. Seconded by Member Robin O'Day. VOTE: 5-0. Motion carries.**

c. EBBC - Emergency Care & First Aid - 2nd/3rd Read

**Member Heather Clark made a motion to approve Policy EBBC - Emergency Care & First Aid. Seconded by Member Robin O'Day. VOTE: 5-0. Motion carries.**

d. IHAM/IHAM-R - Health Education & Exemption from Instruction and Opt-Out Form

Robin explained this policy. There was a consensus that these policies would be moved to a second/third read at the next meeting.

## **PERSONNEL**

Superintendent Furbush mentioned the open positions within the District: two Custodian positions and one Middle School Para Educator position.

## **SCHOOL ADMINISTRATOR REPORTS**

### a. Student Reports

The girls said that the “I am College Bound” Event was today. They said that it went fairly well, and everyone maintained social distancing. Emily went over what certain classes are covering and learning about. Taya mentioned the SLC canned food drive. Boxes will be set up outside the high school and middle school gym entrances. They will be set up until 11/24. The GYA is covering body positivity and preparing for a film festival. The National Honors Society will be reaching out to the community to see how they can help and will be partnering with local businesses. Project Grad is starting a 50/50 raffle tomorrow, and tickets will be \$5. They discussed the soccer teams’ banquets, and Emily explained how the banquets were handled. They mentioned that the girls’ basketball team is selling apparel. They mentioned the prom committee planning meeting. Some students have safety concerns about returning to school after Thanksgiving break due to COVID. Heather wants the students’ emails sent to the Board and have it put on the agenda for the Reopening Task Force. The high school practiced a drop and cover drill the other day. They wished everyone a happy Thanksgiving. They let everyone know that the pie deliveries will be tomorrow.

### b. Superintendent’s Report - Updated Goals

Superintendent Furbush thanked the recess volunteers. He also thanked the Middle School PTO for looking into warming stations for the outdoor spaces. He mentioned that the high school newspaper is back. They will continue with the in-person school schedule as planned after Thanksgiving break. He explained why and discussed the DHHS guidelines and recommendations. He discussed his updated goals in regard to competencies. He discussed the Portrait of a Graduate and explained what it is. He brought up the UDL. He also mentioned curriculum and assessment processes. He discussed the following two topics: training administrators and student led conferences.

Parent Amy brought up the new student led conferences and asked if the student would participate in the parent teacher conferences. She asked if Superintendent Furbush thinks the number of conferences will increase with this model. He does, and he said that student goal setting is crucial.

### c. Committee Reports

Heather discussed the Budget Committee. She said that there was a town presentation last night. There will also be a meeting on Wednesday December 2<sup>nd</sup>. The Budget Committee is doing their review with the Town and Sewer on Tuesday. She also mentioned that the Middle School PTO Turkey Raffle is wrapping up. They will be drawing winners next week; there will be five winners.

David said that the Safety Committee meeting was very brief. He also said that the Return to School Committee has been very productive.

Robin discussed the SST Committee. They have been discussing COVID and working on the calendars for all schools that attend SST. She also discussed the Wellness Committee. They are trying to come up with district wide challenges to help students with their mental health.

## **FINANCIAL BUSINESS & DISTRICT SERVICES**

### a. Business Administration Updates

Bonnie informed the Board that they filled the accounts payable position.

The proposed budget is \$21,872,712, and the default budget is \$21,707,167.

**Member Heather Clark made a motion to approve the proposed budget of \$21,872,712. Seconded by Member Ben Leavitt. VOTE: 5-0. Motion carries.**

Bonnie said that they have positive revenues as of now. Additionally, they are currently \$254,425 under expended.

The food service department has a negative balance of \$32,000 after four months. They will need to figure out what to do for the rest of the year. There will be a meeting with Superintendent Furbush, Bonnie, and Ronnie to address this issue. They are unable to reduce staff due to the increased workload.

Bonnie created a spreadsheet in their Google Drive about the CARES Grant in order to keep the Board up to date.

The Board wanted guidance on the upcoming Budget Committee meeting. Superintendent Furbush will present as the primary speaker. The Board and Bonnie will provide support as needed. David and Heather offered a suggestion.

b. Para Agreement Ratification

This will be moved to a Non-Meeting at the end.

**APPROVAL OF MINUTES**

a. Public Minutes for November 5, 2020

**Member Ben Leavitt made a motion to accept the Public Minutes from the November 5, 2020 meeting as written. Seconded by Vice Chair David Mylott. VOTE: 5-0. Motion carries.**

**MANIFEST**

a. Payroll Manifest

**Vice Chair David Mylott made a motion to accept Payroll Manifest #10 dated 11/13/20 in the amount of \$503,746.09. Seconded by Member Heather Clark. VOTE: 5-0. Motion carries.**

b. Accounts Payable

**Vice Chair David Mylott made a motion to accept Accounts Payable #10 dated 11/05/20 in the amount of \$367,461.40. Seconded by Member Heather Clark. VOTE: 5-0. Motion carries.**

**PUBLIC COMMENTS**

Parent Amy commended the staff's professionalism and commitment.

**COMMENTS/OTHER**

Robin had a question about Board approval for her donation; it is not needed.

David wished everyone a happy Thanksgiving.



Heather said that the pie deliveries are tomorrow; she thanked everyone who purchased one. She said that online ordering was very successful.

Ben thanked everyone who contributed their opinions about the schedules. He also thanked the parents who responded to the surveys. He also mentioned that the Elementary School PTO partnered with Northeast Credit Union, and he said that the link to vote is on the ES PTO Facebook page.

Deborah is happy with the epidemiologist's recommendation for in-person schooling. She thanked Superintendent Furbush and all the staff.

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

a. Meeting to be scheduled for December 3, 2020

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

Non-Public Meeting is not scheduled for November 19, 2020 following the public meeting.

### **ADJOURNMENT**

**Vice Chair David Mylott made a motion to go into Non-Meeting and adjourn the meeting directly after. Seconded by Member Heather Clark. VOTE: 5-0. Motion carries.**

Respectfully submitted,

Dagny Wilkins

School Board Secretary