

Tamworth School Board

1. Call to Order

A meeting of the Tamworth School Board was held at the Kenneth A. Brett School on Tuesday, August 25, 2009 at 5:30PM. The meeting was called to order by board chair Laura Pike. Present were board members Laura Pike, Dan Rowe, and Dana Littlefield. Superintendent Jay McIntire, Principal Noel DeSousa, Special Ed Director Pat Kehoe, and Secretary Kathi Brown.

2. Approval of Agenda

Dan Rowe made a motion to approve the agenda. Dana Littlefield seconded the motion. Motion passed.

3. Approval of Minutes (July 8, 2009)

In item # 5, change the word hassle in the second sentence to read work effort.

Dana Littlefield made a motion to approve the agenda as amended. Dan Rowe seconded the motion. Motion passed. Dana Littlefield abstained from the vote.

4. Director of Special Services Update

Jay McIntire spoke about the new format that would be used when discussing these issues. Any cost impacts will be brought to the board along with the total number of students involved. Currently there are 32 students in grades pre K-8 and 7 in grades 9-12. Pat Kehoe spoke on placement of students which may affect the budget. Twelve kids from Tamworth participated in the summer program and after 4 weeks, the parents were given a survey which came back positively. At this time, SAU 13 is without a special education coordinator at the middle-high school level.

5. Visitor's Comments

Dave Farley asked about the expenditure report, but he will wait as it will come up for discussions later tonight.

6. Committee Reports

a. Letter from Attorney Boynton

The board had requested to see the letter regarding the Planning Committee established at last year's annual School District meeting and it was provided to them.

b. SAU 9/13 Reorganization Study Committee

The current committee has no formal authority; it is an advisory group only. If you want to change this, you need to start from scratch and follow the statutes and RSA's. At the current time Madison recommends staying with the SAU 13 and Freedom is not pursuing the matter either way.

7. Old Business

a. Fraud Prevention and Fiscal Management-2nd reading-(DIH)

Dan Rowe made a motion to get it on the floor. Dana Littlefield seconded the motion. Dan Rowe would like our auditor's to review this document before final approval. Jay McIntire suggested sending out 1st readings to the leaders of TEA & TESPAA also.

b. Identification of Specific Learning Disabilities Policy-2nd reading (IHBA)

Dana Littlefield made a motion to get it on the floor. Dan Rowe seconded the motion. The changes since last time were pointed out to the board and it will come back as a 3rd reading next month.

c. Task Force

Noel DeSousa stated that this was advertised on the school website, the Tamworth Exchange, and the marquee out in front of school. So far, two professional staff and two community members have shown an interest. He will bring it up with the staff once school starts and the board needs to help locate two community members. Dan Rowe and Laura Pike are the board's representation. Jay McIntire has spoken with the consultant about not being ready to make a commitment yet. Jay McIntire will also be meeting with the consultant again along with Noel DeSousa, Dan Rowe, and Laura Pike.

d. Vocational Educational Placement

There are two letters in the packet. SAU9 is responsible for the program requirement and Tamworth is responsible for the cost. The state will reimburse 75% of the cost.

8. New Business

a. School Board Goals 2009-2010-(BA)

Jay McIntire explained that these goals and objectives need to be formulated each year. Laura Pike does not want to set goals until all board members are present. Dan Rowe would like to see cost containment and control listed, it currently falls under item #3 fiscal management. Dan Rowe would also like a self evaluation against the goals set. Laura Pike will e-mail the board members a copy of last year's goals so they can consider current goals and ideas to bring to the next meeting, with effective measurements. A

possible goal setting forum or public hearing was discussed. Laura Pike would like to see the final goals for Freedom and Madison also. It will be brought back next month for discussion.

b. Board Member Code of Ethics (BCA,BCA-R)

Jay McIntire referred to the list provided in the packet and pointed out some priority #1 policies that are out of date. Dana Littlefield suggested starting with any missing policies, then priority 1's, and so on down the list. Laura Pike would like Jay McIntire to break it down into sections by costs, legal recourses, etc.. Dan Rowe made a motion to Authorize Jay McIntire to, based on priority, make these policies a part of the monthly agenda for review. Dana Littlefield seconded the motion. Motion passed.

c. Policy Review and Evaluation/Manual accuracy check-(BGC)

Covered in prior a & b sections.

d. Student Wellness Policy-1st reading-(JLCF)

Dana Littlefield made a motion to get it on the floor. Dan Rowe seconded the motion. Noel DeSousa discussed the process to date. The programs objectives were spoken about along with the addition of section G. Snacks and Fundraising. It will come back next month for a 2nd reading.

e. Lunch Prices Recommendation & Draft Letter

Jay McIntire stated that the food service department usually ends the year in the red and that money has to be taken from the general fund to cover this. Families should return the free & reduced lunch applications, even if they do not qualify, as the school gets more money from the state this way. The cost of lunches was discussed and Dana Littlefield made a motion to increase the student lunch cost to \$2.00 and the adult lunch cost to \$4.00. Seconded by Dan Rowe. Motion passed.

Anyone who owes more than \$10.00 will be served a limited lunch of milk and either a cheese sandwich or a PB&J sandwich until the debt is taken care of. Currently there are six students who still owe over \$30.00 for lunches and two students who owe over \$100.00 each. Various options were discussed, such as having a bad debt account in your budget and list individual adult names and amounts in the annual School District report. Noel DeSousa will add a PS to a current letter being mailed home to the student's who owe these large amounts regarding the policy the board is considering. This will be brought back next month for discussion about a formal policy and what to do with the past due balance.

f. Substitute Pay Rates 2009-2010

A handout was given to the board showing the current rates which they discussed. Dana Littlefield made a motion to change the rates for Substitute for Non-Certified Personnel to read as below. Dan Rowe seconded the motion. Motion passed.

Tutors	\$ 9.45
Aides	\$ 9.45
Lunch	\$ 8.32
Custodians	\$10.23

g. Request for Change-Policy JCA & JFAB

Jay McIntire explained these policies and asked as a non-resident to start his kindergarten aged child in Tamworth, as they are moving to town as soon as possible, just waiting for the paperwork to go through. It is contingent on his moving to Tamworth and he will provide transportation. Dan Rowe made a motion to accept his child into Kindergarten in Tamworth. Dana Littlefield seconded the motion. Motion passed.

h. Response to Selectmen's Request

This was regarding the printing of the annual School & Town reports into one book. The original request came from a taxpayer to the town in order to save money. Dana Littlefield will look into it to see who prints both reports to see if there is any way to save money in the future. It will be on next month's agenda.

9. Superintendent's Report

Jay McIntire shared with the board his letter he sent to SAU13 staff regarding the new school year along with the agenda for opening day. He also gave a handout regarding GoodSearch and GoodShop. It will be up to Noel DeSousa as to how to best get the information into the hands of parents after he checks out the websites. It is another way to help raise money for the school. Jay McIntire also handed out a letter regarding various items for the board to be aware of.

a. Expenditure Report

The report was handed out and it was noted that in the past, there had been pre payment of a couple of month's health insurance premiums. Dan Rowe stated that this practice is wrong and should have been approved by the board. Laura Pike does not want to see this happen again in the future, or there should be consequences involved. Dan Rowe wants Jay McIntire to find out how it happened and proceed from their. Dana Littlefield wants to make corrective changes starting now.

The floor gym re-surfacing was discussed, which comes out of the maintenance of building fund. If there is ever any significant expense, Noel DeSousa would consult with the board first.

b. Hiring Practices

There was a discussion of the Board vs. the Superintendent in hiring personnel. It was recommended that the Superintendent does the hiring, dismissal, and moving around of staff which reduces the board's liability. If it is not a budgeted position, then it would come to the board for approval.

c. Measuring Student Progress

Jay McIntire gave a power point presentation, Approaches to Measurement of School Performance, and will mail it to the board members who were not here.

10. Principal's Report

a. Monthly Update

Noel DeSousa presented his handout and went over it.

c. Other

Noel DeSousa also discussed the process that happened regarding the lease of new copiers and the maintenance costs involved.

11. Visitor's Comments

Don Harte - The Board's actions and goals need to be presented to the voters. He is also impressed with the lines of communication now.

Dave Farley - Asked about the interest on debt being under \$15,000.00 and why.

12. Board Comments

Laura Pike - She recapped the SAU9/13 committee work and submitted it to the Tamworth Civic News. When should we have a meet and greet event to introduce Jay McIntire to the townspeople? The board members should take him around to meet other people in town such as the selectmen.

Dana Littlefield - Could we send the minutes to the Town of Tamworth also.

13. Communications

a. Approval Designation NHDOE

We have received approval for an elementary school.

b. Kennett High School Honor Roll Statistics

A handout was presented but the board would also like to see a comparison of the data to the other students(total).

c. Registration Form for the Bradley F. Kidder Educational Law Conference

This is for the school administrators and board members.

d. Information from the NH Retirement System

A handout was given to board members regarding the rates for 09-10. There is no control over legislature changes and it will be a few thousand dollars. Noel DeSousa said it will be ½% of the teacher salaries which amounts to about \$5,000.00.

14. Non-Public Session-RSA 91-A:3 II a, b, c, d, e

Not needed.

15. Action as a Result of Non-Public

Not needed.

16. Personnel

a. Resignation of Assistant Cook

The letter of resignation was shared with the board members.

17. Adjournment

Dana Littlefield made a motion to adjourn the meeting. Dan Rowe seconded the motion. Motion passed. Meeting adjourned at 9:05PM.

Respectfully submitted,

Kathi Brown Secretary
Draft Pending Board Approval

