

**Tamworth School Board**

**1. Call to Order**

A meeting of the Tamworth School Board was held at the Kenneth A. Brett School on Wednesday, October 14, 2009 at 5:30PM. The meeting was called to order by vice chair Dan Rowe. Present were board members Dan Rowe, Brenda Robinson, John Cleveland, Dana Littlefield, and Laura Pike who arrived at 6:00PM, Superintendent Jay McIntire, Principal Noel DeSousa, Special Ed Director Pat Kehoe, and Secretary Kathi Brown.

**2. Approval of Agenda**

Add 9c - Budget Timeline  
Under 17 - Add nominations

Brenda Robinson made a motion to approve the agenda as amended. Dana Littlefield seconded the motion. Motion passed.

**3. Approval of Minutes**

August 25, 2009 - In section 3 change the word agenda to minutes. In section 9a change the word their to there. Dana Littlefield made a motion to approve the minutes as amended. Dan Rowe seconded the motion. Motion passed. Brenda Robinson abstained.

September 9, 2009 - Brenda Robinson made a motion to approve the minutes. John Cleveland seconded the motion. Motion passed.

**4. Director of Special Services Update**

Pat Kehoe stated that there were no enrollment changes. There is an incoming pre-schooler that may have a budgetary impact. This may be offset with another student. She will have more information next month. She spoke about the IDEA grant and what is covered under it.

**5. Education Views**

Assessment Discussion - by Noel DeSousa, John Marlowe, and Donna McDougal. A PowerPoint presentation was given and Noel will send it to the board members. It was about the Dibels, Aimsweb, DRA, and Fountas Pinnel programs. They spoke about how to translate the data obtained through these programs to be understandable. These programs help them find the right program to be used with students to solve problems that an individual student is having. Jay McIntire and John Cleveland thanked the staff for coming out to present this along with some of the core issues in the school.

Guidance Program - Donna Ulitz gave the board her program overview along with a handout. When she is working in the classrooms she covers different topics in grades K-7. Along with the physical education teacher she works on drug health, being pro-active, and issues such as playground safety. By working in the classrooms, all the kids get to know her. Donna is also a liaison to Kennett High School – a resource to the counselors there. Kennett is open to her being there. The greatest challenge she faces is being available when needed, but she is working on it. She works with the homeless families in the community, she has received 75 parent referrals for small group sessions, and she does individual sessions, and works with outside agencies. Donna also is involved with other committees and teams in school such as a PBIS coach, Universal Team, and After School Coordinator. Dan Rowe feels that more time at Kennett seems needed and Dana Littlefield asked if the community should be involved with the homeless families. Donna is currently working with different agencies on this issue.

## **6. Visitor's Comments**

Peg & Lee Custer, and Marlena Maduski. Representing the energy committee and having a possible energy fair in mid March. They will be coming to the staff meeting on October 20<sup>th</sup> to approach the staff about it. They have applied for two grants and outside resources are also involved. Maybe they could work with the after school program about energy education.

Sue Colten. She currently has nine tutors signed up and trained with the OASIS program, and they will be starting next week.

Reb Pugh. Stated that the Guidance Counselor job is huge and there should be a way to track all our kids at Kennett as their successes are important information to get back to the school board and community.

Donna Ulitz told the school board about the Jr. High bulletin board that shows our kids accomplishments once they leave our school.

Laura Pike suggested moving the bulletin board near the gym so more people could see it.

Jay McIntire suggested inviting a Kennett High representative to our board meeting to present data on our kids that go there.

## **7. Committee Reports**

### **a. SAU 9/13 Reorganization Study Committee Draft Final Report**

The handout was presented. It should read Final Report on page 1. Laura Pike would like to see a boiled down version to present at future board meetings. It should be put on the exchange, in the civic news, and presented at a selectmen's meeting. Jay McIntire will contact the selectmen and John Cleveland will present the information to them.

## **8. Old Business**

### **a. Paul Hennigan, Chairman of the Career & Technical Advisory Board at KHS**

He gave board members a member handbook and is asking for a board or community member to represent Tamworth on the Career & Technical Advisory Council. They meet the 1<sup>st</sup> Wednesday of the month at 7:30AM in the Mineral Springs Café. He also noted that school is much more complicated today than in times past.

### **b. Non-Discrimination Policy (AC) - 2<sup>nd</sup> reading/Adoption**

Brenda Robinson made a motion to accept the policy as presented. Dan Rowe seconded the motion. Motion passed.

### **c. Pandemic/Epidemic Emergencies (EBCF) - 2<sup>nd</sup> reading /Adoption**

Brenda Robinson made a motion to get it on the table. Dan Rowe seconded the motion. There are a few changes to be made regarding titles and responsibility duties, and spelling errors. The policy passed adoption with the changes made as indicated to Jay McIntire.

### **d. Student Wellness Policy (JLCF) - Adoption**

Brenda Robinson made a motion to adopt the policy as presented. Dan Rowe seconded the motion. Motion passed.

### **e. Special Board Meetings (BEB) - 2<sup>nd</sup> reading/Adoption**

Brenda Robinson made a motion to adopt the policy. Dan Rowe seconded the motion. Motion passed.

### **f. Quorum Policy (BEDC) - 2<sup>nd</sup> reading/Adoption**

Brenda Robinson made a motion to adopt the policy. Dan Rowe seconded the motion. Motion passed.

## **9. New Business**

### **a. FERPA Policy (JRA) - 1<sup>st</sup> reading (JRA-E, JRA-R drafts)**

Brenda Robinson made a motion to get it on the table. Dana Littlefield seconded the motion. 1<sup>st</sup> reading passed.

JRA - Section C Health or Safety Emergencies is a new law. Section E should also include the New Hampshire State Police and the Carroll County Sheriff's Office. JRA-E and JRA-R are informational items.

### **b. Snow Plow Bids**

Three snow plow bids were open and discussed. The School Board wants Noel DeSousa and Jay McIntire to review the bids and come back next month with a recommendation to the board.

Some comments made were to ask the low bidder for references on large businesses they have, be sure to find out if their equipment can handle the work, the board should not be involved in this process, mail the town a bid sheet next year, ask the selectmen about future plowing. In the event of a snowstorm between now and the next board meeting, Noel DeSousa will call Forst Transportation to plow and they will be paid separately for it.

### **c. Budget Timeline**

A handout was given out regarding the budget timeline for the annual district meeting. What the board really wants is to know when the budget process starts and how it will be happening this year. Dan Rowe's comments: present a top side objective such as a % increase, % decrease or stay the same. If there is a reduction of students it should equal a reduction of expenses. John Cleveland spoke about the cost per student, cost parameters for the district, parameters and goals needed. He would also like to see budget proposal scenarios and consequences. Going to the SAU joint board, on November 18<sup>th</sup>, about sharing staff and services. All board members need to go out and sell the budget they agree upon to the townspeople. Laura Pike would like the principals to recommend possibilities of shared positions. Noel DeSousa spoke about going to the different teams in the school for information and shared services. Jay McIntire spoke about zero based budgeting to start with. Next month he will come back with a budget timeline and work sessions.

## **10. Superintendent's Report**

Jay McIntire handed out his report which covered budget prepayment of health insurance. The board stated their disapproval of this prior practice. It is the belief that the prior Superintendent made this decision and Laura Pike asked if the finance manager, ethically, should have brought this to the board's attention. Jay McIntire requested that this be discussed later in non-public session. H1N1 update, LighTec, Inc. regarding a possible project to increase the energy-efficiency of the school without increasing costs to taxpayers. Bradley-Kidder Law Conference, and LiveFreeandComply, a Tamworth-based web site.

## **a. Expenditure Report**

The report was handed out and discussed. John Cleveland would like to see a variance report with a variance explanation line to the right. Dan Rowe questioned why so many zero encumbrances. He would also like to start with a 5% variance amount for explanations along with an expected expenditure column. Jay McIntire would like the board to give him a model of the report they would like to see. They could remove the range to date column as it is duplicated information. Jay also explained what the encumbrance column in schools is used for and how.

## **11. Principal's Report**

Noel DeSousa presented his handouts and spoke about the draft ad for the Capital Improvement Plan. The opening of bids will be changed to at noon at the SAU Office with the awarding after the board meeting.

## **12. Visitor's Comments**

Marlena Maduski - Asked about why we provide a hard copy of our weekly newsletter instead of sending it e-mail. Noel DeSousa said that we do not have everyone's e-mail address and this year we are sending it home with the youngest member of each family so now every student is not given one.

## **13. Board Comments**

None

## **14. Communications**

### **a. Correspondence from the Dept. of Education**

This letter gives our food service program approval.

### **b. Correspondence for NHSBA**

Handouts were given out and Laura Pike asked if this is where to address concerns regarding the job description and process in hiring a superintendent, as ours is outdated. John Cleveland stated that the joint board should revise this job description.

### **c. Correspondence from Tamworth Educational Association**

A letter was given to board members and discussed. A reply will be forthcoming along with a possible meeting with the parties concerned.

### **d. Correspondence from LighTec, Inc.**

This was discussed previously under the Superintendent's report.

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

Brenda Robinson made a motion at 9:35PM to go into non-public session. John Cleveland seconded the motion. Motion passed.

**16. Action as a Result of Non-Public**

Under RSA91A2I - The board discussed the strategy regarding the collective bargaining between the school board and TESP. No decision and no action was taken.

Under RSA91A3 (a) - A portion of the minutes addressing personnel issues was sealed, by a roll call vote.

**17. Personnel**

Appointment of Girl's Basketball Coach - Kara Ouellette was appointed as the Girl's Basketball Coach.

Nominations - Dan Rowe made a motion to appoint Jennifer Forsythe as the school nurse for the rest of this school year. Dana Littlefield seconded the motion. Brenda Robinson abstained from the vote. Motion passed.

Brenda Robinson made a motion to go out of non-public session at 10:15pm. John Cleveland seconded the motion. Motion passed.

**18. Adjournment**

John Cleveland made a motion to adjourn at 10:21pm. Dana Littlefield seconded the motion. Motion passed.

Respectfully submitted,

Kathi S. Brown, Secretary  
*Draft Pending Board Approval*