

## **Tamworth School Board April 21, 2011**

### **Call to Order**

A meeting of the Tamworth School Board was held at the Kenneth A. Brett School on Thursday, April 21, 2011 at 5:30pm. The meeting was called to order by board chair Charlie Pugh. Present were board members Jack Waldron, Charlie Pugh, Marie Labrie and Laura Pike. Also present were Superintendent Jay McIntire, Principal Rob Troon, Finance Manager Barb Clifford, Special Education Director Raina Chick and Recorder Shelly Freberg.

### **Approval of Agenda**

Jay McIntire wanted to make a correction on the 2011-12 calendar.

There are three additions to the principal's report.

- The eighth grade trip
- School trip
- Orchard

Jack Waldron motioned to move **d, e, f** in front of policies. Laura Pike seconded the motion. Motion approved. Charlie Pugh asked if all board members were in favor of the adjusted agenda, all board members were in favor.

### **Approval of Minutes (March 17, 2011, April 11, 2011)**

March 17, 2011: Laura Pike motioned to approve the meeting minutes. Jack Waldron seconded.

April 11, 2011: Charlie Pugh pointed out that in one paragraph, board member John Cleveland was referred to Jonathan Cleveland. His name should read John. Charlie Pugh motioned to approve the minutes. All board members were in favor.

### **Visitor Comments**

None

### **Administration Reports**

#### **a. Superintendent**

##### **1. Legislative bills that would affect the budget ^**

Jack Waldron said the state is trying to retain 25% of the retirement funding like last year. Jack Waldron feels we are looking at a \$50,000 to \$60,000 shortfall.

##### **2. Calendar for 2011-12^**

Jay McIntire reported that the calendar has been delayed because it comes to the board jointly from SAU 9 and SAU 13. The group decided not to have school the day before Thanksgiving and the day before Christmas.

Jack Waldron questioned three days on the calendar...August 29, 2011, August 30, 2011 and August 31, 2011. Jay McIntire clarified the oversight. August 29 and 30 will be teacher workshop days and August 31 will be the first day for students.

At 5:40, Jack Waldron motioned to accept the calendar. Marie Labrie seconded the motion. All board members were in favor.

### **3. Primex\***

Jay McIntire feels that we've had good experience with Primex. We pay \$13,000 for workman's compensation and that we've received no complaints regarding how claims are handled. Charlie Pugh motioned to approve Primex's contract. Marie Labrie Seconded. All board members were in favor.

### **4. Oil purchasing\***

Jay McIntire is currently looking at nine different vendors for the best oil prices. The whole SAU has used \$42,000 in oil. He also stated that he's currently talking to competitors and hasn't done due-diligence yet. He's only reached one of the three references. Two boards have voted down the company C.E.S. Keeping business local has been discussed by one board. Rob Troon stated that oil gets topped off in the month of April to save money.

**\*The decision regarding oil purchasing has been postponed until May.**

### **5. Manifest information\***

#### **a. Legal Bills**

Laura Pike is wondering about an Ipad purchase and curious as to how it's used. Rob Troon explained that the Ipad is in a research and development phase with he and Charlie. They are assessing possibilities within the school and have approached teachers about the possible uses. The laptops currently used have an issue with their keys popping off. Every 10 keypads total \$150.00. The adaptive communication component is being looked at as well. Rob Troon feels with an Ipad, you get a more substantial unit for your money. He'd also like to see dual platforms introduced using more Macs. Raina Chick said that she has seen some elaborate adaptive equipment evaluations done and an Ipad was suggested.

Laura Pike asked if we have an updated technology plan so we don't see the one-off purchases. Rob Troon says that there isn't a technology plan in place and because of that, they don't have an E-rate. He's not sure where the technology plan stands. Laura Pike remembers seeing an electronic version of it and will look for it.

Jack Waldron discussed receipts that have been submitted with little detail and asked what level of detail can be expected? Jay McIntire said it's up to the board regarding the level of detail they would like. Currently, some people do a detailed version and others do a summary. When he reviews attorney bills, he initials them. Laura Pike said she appreciated this. She stated she'd

like invoices to have more detail as she is the person who is signing off on them. She also stated that we are at a place where we could be better at monitoring legal bills. A discussion about a summary page began and confidentiality could be an issue. Jay McIntire would discuss it in non-public session.

### **b. Billing for Services**

Laura Pike explained that she was looking for what comprised the 22 hours. Raina stated that the person was a contracted person and a lot of details aren't given. The level of detail can be cumbersome for therapists who see many students. Laura Pike said the level of detail she was looking for was the breakdown of hours. The amount of detail given was necessary.

### **b. Principal**

Rob Troon handed out the principal report and the following items were reviewed.

#### **1. Cost to update and Task Review\***

Rob Troon says they will meet one more time before reporting on this.

#### **2. Adequate Yearly Progress\***

Rob Troon said an appeal will be filed and they have until May 2, 2011. AYP's will be as accurate as possible and will intervene where needed. Jay McIntire said on a positive side, there is a very clear pattern of which students didn't have success with the NECAP. Rob Troon said a new testing system will begin Spring, 2015.

#### **3. Staff configuration update^**

Rob Troon reports that the restructuring has gone well. They have configured the school for next year. There will be two classes for grades three, four, and five with the exception of math and reading. Rob Troon reported the process as a positive one and commends the teachers. He's looking at creative ways to keep the middle school separate and they are very close to having the structure about who is teaching what, where, in place.

Raina Chick said that they will need to figure out how to reallocate special education case managers.

Rob Troon was asked to bring the issue of the start and end time of the school-day to the board. The suggestion is to start and end 15 minutes earlier. Currently, the school days runs from 9:00a to 3:30p. Jay McIntire and Rob Troon will have a proposal next month for board approval.

#### **4. Eighth Grade Trip and School Trip**

The annual eighth grade trip was brought up by Rob Troon. He feels that it's causing an issue with students and it may be time to think about an alternative, perhaps Boston. It doesn't involve the cost of an airline ticket, may be more affordable, and has many educational opportunities. He says it's causing a rift between students who can and cannot afford the trip. Charlie Pugh suggested that Rob Troon bring it to the board in May and that every year a new proposal can be made.

## **5. Orchard**

Rob Troon reported that health and wellness decided not to go with an orchard at this time. The proposal was for six trees but involves a great deal of work. The risk of losing the trees isn't worth it.

Jack Waldron clarifies that the agenda will include the outline from the principal when it's sent to board members. It will be reviewed prior and questions will be asked during the meeting. Jack Waldron would also like to have the documents as a word processing document so it can be manipulated. Rob Troon stated that Kathy Barrett scans all documents in as an image to cut down on the number of attachments. Scanning it in as one PDF file was decided upon last summer.

Lastly, Rob Troon reported on a clothing drive to be held on May 29 and 30. It is in direct response to the bullying campaign and kindness initiative. This came from a group of eighth graders. The golf tournament is scheduled for May 14.

### **c. Finance Manager**

#### **1. Expenditure Report**

The expenditure report was given to board members. Barbara Clifford reports that it didn't vary much. There were two line items with additional expenditures. Legal fees \$3,400 and the annual meeting \$2,300. Jay McIntire said there will be additional legal bills in the forecast. Laura Pike asked how much was budgeted for legal fees. Rob Troon said \$10,000.

#### **2. Insurance Budget for 2011-12^**

Barbara Clifford explained about a miscalculation in insurance and says Title-One money will help to make up the funds. Rob Troon discussed a grant that will also offset the figures.

### **d. Special Services Director**

A report was given to board members. Raina feels more clarification regarding billing at Kennett is needed. She is most uncertain about Kennett students and feels more discussion needs to happen around contract details. It needs to be more equitable. Because of the shortfall in the Special Services budget, Raina Chick is requesting \$65,000 from the Special Education Capital Reserve with the possibility of needing more. Charlie Pugh advised to take out \$85,000 and give back what isn't used.

Charlie Pugh motioned to withdraw \$85,000 from the Special Education Capital Reserve. Marie Labrie seconded. All were in favor.

Jack Waldron asked if transportation and grants can offset some of these costs. Raina Chick explains that \$52,000 is needed to balance the budget. A grant for \$18,000 will cover the preschool. The sum of \$17,000 will not be grant-funded so a total of \$70,000 will be needed if the grant isn't awarded.

### **Old Business**

**a. Public Complaints Policy (KE) 2nd reading/adoption\***

Jack Waldron moved that we accept the Public Complaints Policy. Marie Labrie seconded. All were in favor of adopting.

**b. Use of School Buildings and Facilities Policy (KF) - adoption\***

Laura Pike moved to review the pending Use of School Buildings and Facilities Policy. Jack Waldron had many questions regarding the fee schedule, if this includes the playground and is wondering if there is an approved fee schedule. Rob Troon said there currently is not. Laura Pike remembers it was the fee schedule that hung this up last time. Charlie Pugh, Jay McIntire and Jack Waldron agreed they need to talk more about this. Laura Pike withdrew the motion based on discussion to adopt the Use of School Buildings and Facilities Policy.

**c. Data/Record Retention Policy (EHB) - adoption\***

Jack Waldron moved to accept the Data/Record Retention Policy. Laura Pike seconds. Jay McIntire recommends the policy read an amended version of the policy because work needs to be done costing approximately \$20,000. Jay McIntire stated a plan needs to be created and worked on. Jack Waldron motioned to withdraw adoption of Data/Record Retention Policy. All were in favor.

**d. Section 504 Handbook for Staff, Parents and Students - 2nd reading/adoption\***

Charlie Pugh asked Raina Chick for clarification about the policy. The correction was around a better sentence structure. Jay McIntire suggested Raina Chick take the changes back to the other boards for approval. Jack Waldron motioned to approve Section 504 Handbook for Staff, Parents and Students. Marie Labrie seconded. All were in favor.

**New Business**

**a. Website: Minute Posting**

Jack Waldron asked if the agenda will be on the website. Rob Troon said they will be posted on the new website when it's up and running. Laura Pike questioned why the computer technician couldn't do that. It should only take fifteen minutes to a half hour. Isn't this within the scope of his responsibilities? Jay McIntire states it was recommended that this responsibility not be added to his job because of overtime. Jack Waldron would like to see the agenda posted publicly. If this is the board's wish, Jay McIntire would like to find an employee who might be able to do this.

**b. Policy Committee - Board and Staff**

Charlie Pugh thinks there is a better way to look at all the policies in a timely manner. He recommends creating a sub-group to review the policies and bring the substantial changes to the board. Jay McIntire hypothesized about a three-person sub-committee consisting of one board member, an administration staff (himself), and a staff person.

Charlie Pugh moved to create a Policy Sub-Committee of a board member, administrator and staff person with the understanding that the unions will be invited.

Marie Labrie seconded the motion.

Raina Chick asked that the administrator contact other staff members who may have input.

All were in favor, nobody opposed at 8:20p

Marie Labrie volunteered to be the board member on the Policy Sub-Committee.

**c. Policies for First Reading\***

- a. Drug- Free Workplace/Drug-Free schools - ADB**
- b. State Schools - ADD**
- c. Board Member Removal From Office - BBBB**
- d. Policy Dissemination - BGE**
- e. Building Principal(s) Evaluation - CFB**
- f. Petty Cash Accounts - DJC**
- g. Safety Programs - EB**
- h. Safety Procedures/Safe Schools Committee - EBB**
- i. Accident Reports - EBBB**
- j. Indoor Air Quality - EBBB**
- k. Fire Drills - EBCB, EBCB-R**
- l. Bomb Threats - EBCC**
- m. Vandalism - ECAC**
- n. School Bus Safety Program - EEAE**
- o. Public Use Of School Records - EH**
- p. Computer Security, E-Mail and Internet Communications - EHAA**
- q. Liability Insurance and Pooled Risk Management - EIB**

**d. Board Members representatives to SAU study committee\***

This will be postponed until May

**e. Special Education Capital Reserve\***

Raina stated this was covered earlier. See special Services Director.

**f. 2011-2012 Board Meeting Calendar**

Jay McIntire discussed the March meeting and wonders if it clashed with the town meeting. He recommended that we explore this and bring it back. Laura Pike suggested validating the voting date with the town. Jack Waldron felt there might be a conflict with the annual SAU meeting. He would also like to have the final budget that is going to the hearing one week before the meeting. Jay McIntire stated that many districts have snow dates and he recommended having them, too. Laura Pike asked if we want to subscribe to the yahoo group to remind people about the meeting.

Jay McIntire would like to address two bids that were received for mowing and landscaping. There are two good options (1). \$6,900 (2). \$7,400. Number one is currently the one used. Jack Waldron asked about pesticides and doesn't want it applied to where children would roll around. Charlie Pugh asked Jay McIntire who he feels should make the decision about the bid. Jay McIntire stated that he thinks he should receive the bids and make a recommendation to the board. Rob Troon stated that the ball-field is maintained by someone else. They may use a weed-killer or herbicide. Jack Waldron would like to talk to Don about it. Charlie Pugh stated that he is okay letting Jay make the call for the mowing maintenance. Jay McIntire said he

would discuss it with Rob Troon and make a decision. Laura Pike stated that the rest of the policy items will go to the new policy committee for review.

## **Personnel**

### **a. Notification of a Long-Term Substitute Appointment**

To be discussed in non public session.

## **Visitor Comments**

Nicole Maher-White, a health professional, said she'd like to back up what Jack has said about pesticides. In terms of health for children, it's more critical than we know.

## **Board Comments**

Laura Pike approached the board about how to redesign how we communicate. She says it's been successful and would like to continue to write a journalistic piece, rather than a boiled-down version of the minutes. Jay McIntire suggests circulating it to the proxy group (and Rob Troon) to get input and for it to be reviewed.

At 8:55p.m Marie Labrie motioned to go into non public session for three purposes. Jack Waldron seconded. All were in favor.

## **Non-Public Sessions**

- a. RSA 91-A:3 II(b) - The hiring of any person as a public employee.
  - 1. Support-Staff renomination\*

- b. RSA 91-A:3 II(e) - Consideration or negotiation of pending claims or litigation

### **(a. Notification of a Long-Term Substitute Appointment)**

To be discussed in non public session.

## **Action as a Result of Non-Public Session**

## **Adjournment**

Respectfully Submitted,

Shelly Freberg, Recorder

Draft Pending Board Approval