

Tamworth School Board Meeting  
June 16, 2011

ITEM

1. Call to Order

The meeting of the Tamworth School Board was held at the Kenneth A. Brett School on Thursday, June 16, 2011. The meeting was called to order at 5:30 p.m. by Board Chair, Charlie Pugh. Present were board members Charlie Pugh, John Cleveland, Jack Waldron, Laura Pike and Marie Labrie, Superintendent Jay McIntire, Principal Rob Troon, Finance Manager Barb Clifford, Special Education Director Raina Chick and Recorder Shelly Freberg.

2. Approval of Agenda

Laura Pike motioned to approve the agenda. Jack Waldron seconded.

Charlie Pugh would like to move 7a under New Business to be the first item discussed as Dana Littlefield is here to make a presentation regarding the generator.

All were in favor, none opposed.

3. Approval of Minutes (May 19, 2011)

Jack Waldron moved to accept the May 19, 2011 minutes. Marie Labrie seconded. Jack Waldron, Marie Labrie, John Cleveland, Charlie Pugh were in favor. Laura Pike abstained because she was not present for the meeting on May 19, 2011.

\*7. New Business

a. Generator funds – Dana Littlefield, Emergency Management Director

Dana Littlefield provided a handout that gave chronological detail regarding his process in getting the generator plan together. He began the process in 2009. Dana gave a presentation to give a better understanding of why a larger 150 kW generator and \$12,102 are needed. Initially, \$63,000 was allocated for the project and the Town of Tamworth will receive 50% back because of the state grant with which Dana applied. A larger generator is needed to be able to handle the energy surge when the generator is used. The excavation line item has been removed from the estimate as John Roberts will be donating his services to the project. A 100 kW generator would probably blow fuses and would not be able to handle more refrigeration units or handle an addition to the school. A 150kW generator would also be prudent if we had an emergency and the school was used as a base. Dana Littlefield made a point to say that time is not on our side because the grant guidelines say the project must be completed by September 2011. John Cleveland motioned to approve the expenditure of \$12,102 in order to accommodate the 150kW generator. Seconded by Laura Pike.

Jack Waldron asked that before a vote on the motion, the board go through the expense report. Charlie Pugh put the motion on-hold until the expenditure report had been reviewed. The board reviewed the expense report line by line. Raina Chick said there is a \$25,000 expense for out-of-district special education tuition and that transportation is not included in that figure and may be an additional \$5,000. Laura Pike stated that there is a \$131,000 shortfall in the special education part of the budget. Charlie Pugh reported that there is a \$43,888 surplus in the total budget.

Charlie Pugh directed the Board back to John Cleveland's motion to fund the 150kW generator for \$12,102 and called for a vote. All were in favor.

Barbara Clifford let Dana Littlefield know that a contract for the generator purchase is needed.

#### 4. Visitor's Comments

Dave Farley said that this (out-of-district tuition & transportation) adds \$30,000 to the budget that we didn't know about. Charlie Pugh noted any overages would be paid by the special education capital reserve. Raina Chick explained that, in March, they tried to forecast the Special Ed. expenses as best they could. Dave also said that he felt disappointed by the selectmen's actions involving the generator. Dave was at that meeting and feels that the difference could have been split. Laura Pike said she feels proud of the way the school board chose to handle the generator decision.

#### 5. Administration Reports

##### Superintendent

Jay McIntire reported on the oil consulting company the school will be using. They will honor the pricing they originally agreed to when quoted with two other schools. They will add three cents per gallon as their fee. Jay McIntire said the Tamworth Capital Improvement Committee is asking the school district for input so they can bring the recommendations to the committee and formalize a plan. Last Thursday, dismissal at Brett school was held back because of potentially dangerous inclement weather. Jay McIntire wanted to apologize for not getting the information to the school board members earlier. Rob Troon reported that Alert Now calls went out at 3:40 p.m. letting people know that buses were being held and again at 4:20 p.m. saying that transportation would resume. Marie Labrie said she was at the school at the time and felt this was handled in an organized, safe way. Marie Labrie suggested letting people know that buses may be held for a variety of reasons. Parents are not accustomed to this and it might be beneficial if they know, in advance, that this is a possibility. This summer, Rob Troon said the emergency handbook will be reviewed and amended.

##### 1. Other matters

##### TESPA contract reopen

Jay McIntire explained that the existing TESP contract must be re-opened because it currently has a Department of Labor pay practice issue and needs to be amended and communicated through a union representative. Charlie Pugh moved that Jay McIntire communicate with TESP to reopen the contract adjusting the pay practice. Laura Pike seconded. All were in favor.

##### Principal

##### Technology Committee Update

Principal, Rob Troon presented his report to the board and informed them that the Technology Committee has been meeting and a plan could be in place as soon as this summer.

##### SAU Website Committee Update

Rob Troon reports that this committee has also been meeting and will have a proposal for the joint board meeting next week.

##### Trimesters

At the present time, trimesters will not be pursued. Perhaps it will be revisited in the spring.

##### Health and Wellness Committee

K.A. Brett School was chosen for the Composting School of the Year award. Laura Pike suggested presenting the award to a composting representative on July 4th and contacting the local newspaper. Rob Troon reported that the Health and Wellness Report has been submitted to the state.

#### Report Card samples

Sample report cards were presented and Rob Troon explained how there are 3 different types of reporting depending on the grade. It would be beneficial to have a more consistent way of reporting.

#### Teacher Assignments

Teacher classroom assignments were provided for the board to review. He was pleased to say that the process was 100% collaborative among the teachers who all chose to be involved in looking at the assignments.

#### Summer Program

Raina Chick presented the board with a handout regarding the summer program. The program will take place at the Madison School beginning on July 5th and end on August 12th. It will take place from 9 a.m. to 12 p.m. and the theme is "going green."

#### Performance Data – NWEA & SINI Improvement Plan

Rob Troon said this report will be ready in July.

Staff of the month are Calida Salazar and Charlie McNeveitch. Johanna Vienneau is retiring after twenty-eight years and is wished well.

#### Finance Manager

#### **Expenditure/Revenue Report**

**The expenditure report was reviewed in detail and Barb Clifford discussed the functional areas and the variances. The school is over-budget for electricity by \$11,000 and by \$5,000 for oil. John Cleveland suggested contacting PSNH for an audit. Rob Troon is looking for ways to cut down on electricity usage. Barb Clifford said that transportation is also over budget by \$13,400 because of Special Education. What is actually needed is \$21,184 and Barb suggested we take \$30,000 from the Special Education Capital Reserve Fund and put back what isn't used.**

**Motion was made by John Cleveland to authorize withdrawal of \$30,000 from the Capital Reserve Fund (titled: Reserve Fund for Education of Persons with Disabilities) and seconded by Jack Waldron. All were in favor.**

#### Update on Audit

Barb reports that it may be a month before she is given a draft and she is looking forward to seeing a list of open items prior to that. So far, the items have been small. Barb had a question regarding how to pay someone once they retire early. The board discussed and John Cleveland motioned that we establish a practice of paying a lump sum on the first payroll date of the school year for early retirement. Laura Pike seconded. All were in favor.

Barb also voiced a concern over not getting a Treasurer's Report since February. She is looking to get the current Treasurer some assistance so he can get caught up.

#### Special Services Director

Covered previously

#### 6. Old Business

Use of School Buildings and Facilities Policy (KF) – adoption

The use of the school Buildings and Facilities Policy was distributed by Rob Troon and reviewed by the board. John Cleveland moved that we approve the Use of School Buildings and Facilities Policy. Laura Pike seconded. She also wanted to know how this will be marketed and circulated to the community. Rob Troon discussed the fee-structure and has discussed the policy with groups that are interested in using the facility. 4-1 in favor.

#### Policy Committee – policies for adoption

The following policies were reviewed for approval- AC, GMA and IHBA. Jack Waldron motioned to adopt the policies AC, GMA and IHBA. John Cleveland seconded. All were in favor.

#### Board Meeting Calendar Approval

Jay McIntire has added snow-dates to the calendar. John Cleveland motioned that the board approve the board meeting calendar. Marie Labrie seconded. All were in favor.

### 7. New Business

a. Generator funds – Dana Littlefield, Emergency Management Director  
Previously addressed.

b. Vote to consolidate the IDEA grant application for FY 2012  
John Cleveland motioned to vote to apply for a federal IDEA grant application for F/Y 2012 in consolidation with Madison and Freedom. Laura Pike Seconded. All were in favor.

#### c. SAU planning committee update

Jack Waldron reports article IV of the 2011 School Warrant created a planning committee to study the organization of SAU 13 and/or the advisability of SAU 13 reorganization or withdrawal. The committee consists of 2 School Board members: Marie Labrie, and Jack Waldron as well as 5 Community members: Peg DeLong, Amy Dall, Nina Perry, Susan Wald, and Ruth Timchak. Superintendent Jay McIntyre will be a non-voting member of the committee. Principal Rob Troon will also be on the committee.

d. SAU 9/13 Area Board meeting  
Charlie Pugh attended and discussed the meeting.

e. Capital Improvement Program update  
Discussed previously.

### 9. Visitor's Comments None

Charlie Pugh motioned at 8:50 that the board enter non-public session. Marie Labrie seconded. All were in favor with a roll-call vote.

### 10. Non-Public Sessions

- a. RSA 91-A:3 II(a) – The compensation of a public employee: Principal Contract
- b. RSA 91:2 I(b) – With respect to collective bargaining – TESPA contract amendment

Board returned from non-public at 9:34 p.m.

11. Action as a Result of Non-Public

- a. Approval of Principal Contract- The Board approved a three year contract for Principal Rob Troon.
- b. Approval of TESPAs amendment – No action made.

12. Adjournment

Meeting was adjourned at 9:35 p.m.