

May 14, 2008

## TAMWORTH SCHOOL BOARD

### **1. Call to Order**

A meeting of the Tamworth School Board was held at the Kenneth A. Brett School on Wednesday, May 14, 2008, at 5:32PM. The meeting was called to order by Lisa Remick. Present were Brenda Robinson, Dana Littlefield, Laura Pike, Gwen Poirier, Pat Kehoe, Noel DeSousa and Donna Ulitz.

### **2. Approval of Agenda**

Noel DeSousa requested that Ed Views (6) be amended to include presentations from teachers in K,1,2 and Title I.

Brenda Robinson made a motion to approve the agenda as amended. Laura Pike seconded the motion. Motion passed.

### **3. Approval of Minutes (April 9, 2008)**

Brenda Robinson made a motion to approve the minutes of April 9, 2008 as reported. Laura Pike seconded the motion. Motion passed.

### **4. Guest Speakers**

#### **a. Eddie Eagle Program – Mr. Bowles and NRA Representative**

The board received information regarding the Eddie Eagles Program from NRA Representative Mike Langdon. He summarized the program as an educational program for students regarding gun safety. The program does not teach gun handling or gun use, but teaches children important steps to take if they find a gun. Handouts and a video were given to board for their review.

#### **b. Mr. and Mrs. Cauble – All Health Hazards Region 8**

Carol Tubman, the Director of Emergency Services at Huggins Hospital, presented to the board the plan and proposal to use the Kenneth A. Brett School as a place for people to gather during an emergency that might need triage and a place to support families from the communities of Ossipee, Freedom, Tamworth and Effingham. The school is already designated as an Emergency Shelter and would only be used if schools had been ordered closed by the Governor of New Hampshire. Ms. Tubman stated that a Memorandum of Understanding would be sufficient if the board agreed to open the building during such an emergency.

### **5. Director of Special Services Update**

Pat Kehoe reviewed the enrollment report, the upcoming Summer Enrichment Program, an opening for a Ready Reader Instructor, and an update of the recent Six Traits Plus follow-up workshop presented to staff during early release by Jennifer Jacobson.

## **6. Education Views Special Education Team**

Grades K, 1, 2 –

-Susan Wald reviewed her first year as kindergarten teacher. She thanked the board for allowing a full-time aide to be present in her classroom. She reviewed the use of Foundations, Every Day Math and the success of the Ready Readers Program.

- Terri Allen, Grade 1, reviewed the current reading program and requested from the team that administration and the board consider purchasing the Trophies Series for the Gr. 1 and Gr. 2 level during the next budget cycle. Mrs. Allen thanked the board for allowing the straight graded classrooms to continue.

- Heather Booska, Grade 1, reviewed the integration of science and literacy in a program she continues with her students, “Adopt a Tree Trip”. Students select a tree on her property and travel several times throughout the different seasons to learn and journal the tree’s development and changes.

- Kelly Sharman, Grade 2, stated her pleasure in having a small class this year which has allowed her to do small group programming. She has had tremendous parent involvement and has utilized many outside resources. The board was presented with a “Year in Pictures” of student activities.

Title I –

John Marlowe, Title I, presented a PowerPoint presentation reviewing the purpose of the Title I Program and the supports in place for students. Currently 36 students qualify for the program. Services include assessment and reassessments, small group instruction, after school enrichment, and individualized instruction.

Diane Lizotte, Reading Specialist, reviewed her responsibilities to students ranging from remedial to gifted students. She implements whole class instruction, small group instruction and individualized instruction. She serves as the Title I Project Manager. Her goal remains to bring literacy across the curriculum. The Board thanked Diane Lizotte for her dedication and commitment to the students at Brett and wished her well on her next educational career endeavor.

## **7. Visitor’s Comments**

Approximately eight visitors were present. David Haskell addressed the board regarding the upcoming Flag Day Ceremony on June 12<sup>th</sup> and the proper disposal of old flags. He asked the board to consider having a flag disposal receptacle on school grounds to increase awareness of the procedure to students. David Farley inquired about next years’ Kindergarten enrollment. Mr. DeSousa stated that currently 20 students have registered, but that will fluctuate before the first day of school next fall. Pat Farley asked about the current withdrawal procedures when a student moves. Mr. DeSousa stated that usually families notify the school and teachers work with the families to have closure for the student before leaving. Records are requested from the new school upon enrollment. Peg DeLong asked for clarification regarding the expectations of kindergartners and their ability to read at that level. Dr. Poirier stated that early intervention has proven to be most effective in the early developmental years. Mrs. DeLong asked if due to the recent retirement of a professional staff member if the staffing levels would change next year. Mr. DeSousa stated that staffing levels will remain the same next year, but that enrollment will continue to be followed and discussed. Don Harte stated the importance for Dr. Poirier to quantify information by giving data and figures, and not to generalize information.

## **8. Committee Reports**

### **a. Strategic Planning Committee**

The committee has identified twelve schools with similar testing scores, enrollment, programming, etc. to the Brett School. Committee members have been designated one to two schools each to research and report on.

## **9. Old Business**

### **a. AYP**

Board members received a School Summary Report of NECAP Assessment Data. Dr. Poirier reported that AYP was met in all content areas.

### **b. Board Meeting Schedule 2008-2009**

Brenda Robinson made a motion to approve the 2008-09 Board Meeting Dates as presented. Dana Littlefield seconded the motion. Motion passed.

### **c. Teacher Job Description (Update) First Reading**

Dr. Poirier reported that this job description has not been reviewed since 1992. This will be reviewed for a first reading at the next meeting.

### **d. Pediculosis Policy/Procedure – First Reading**

Brenda Robinson made a motion to approve the First Reading of the Pediculosis Policy/Procured as presented. Laura Pike seconded the motion. Motion passed.

### **e. Substitute Rates 2008-2009**

Brenda Robinson made a motion to approve the substitute rates to remain the same. Dana Littlefield seconded the motion. Motion passed.

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

### **a. Expenditure Report**

The expenditure report to date was given to the board for review and discussion.

### **b. Tri-Town Event**

Entertainer Rick Charette performed for students in all three districts at the Brett School. The performance was followed-up with an evening cook-out and concert. Dr. Poirier thanked Lisa Ferguson for teaching some of the songs to students before the event.

### **c. March SAU Vote**

Postponed until June meeting.

### **d. Other**

Dr. Poirier reported that "Focus on Literacy" is still in the spotlight for professional development. She stressed that literacy is the foundation of education.

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

### **a. Monthly Update**

-Mr. DeSousa updated the board on enrollment, recent school events and upcoming events.

-Board members received a summary of submitted Educational and Innovative Grants for 08-09. Mr. DeSousa requested that money left in this years' grant budget be used to fund some of the submitted grants to be completed this summer.

Brenda Robinson made a motion to approve the 2008-09 Enrichment and Innovated Grants as presented. Laura Pike seconded the motion. Motion passed.

- Mr. DeSousa thanked the PTA for all their hard work in recognizing the staff during Teacher Appreciation week. A tree was given to the school in honor of the staffs' dedication and will be planted in the back garden. The tree was donated by Bearcamp Gardens.

- The 8<sup>th</sup> grade class trip to Washington, DC was successful, despite the rain. Mr. DeSousa requested that future 8<sup>th</sup> grade trips be planned as an annual trip to Washington, DC.

- Mr. DeSousa reported that on the back of the newsletter is a letter to parents regarding notification/invitation for student placement.

- Mr. DeSousa reported to the board staff internal changes to be effective next school year.

- Mr. DeSousa reported that a maintenance needs list will be presented for discussion at the June meeting.

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

Peg DeLong asked for clarification of the Non-Public process in regards to discussing personnel and motions made following a Non-Public session. Don Harte stated it is an obligation to the taxpayers for the board to look at all areas of the budget, not just staffing and programming, in order to reduce the budget. Peg DeLong asked if the \$337,000(+) includes all encumbered salaries. Dr. Poirier stated that it did. Mrs. DeLong stated her hope to see the majority of the remaining budget returned to the town to offset taxes. Mr. Farley asked when information regarding the recent drop out figures will be made available. Dr. Poirier stated that Dr. Nelson will be reporting information at a future meeting that she will bring back to the Tamworth School Board.

## **13. Board Comments**

-Laura Pike voiced her concern with information getting out into the community before information is given to Board members. She has been put in the situation where parents/community members have called her about issues before she has been made aware. Lisa Remick suggested that if this should happen in the future, to continue to refer the person to call either Mr. DeSousa or Dr. Poirier.

-Laura Pike publicly thanked Diane Lizotte for her dedication and hard work, and wished her well in the future.

-Laura Pike stated her appreciation to Kelly Sharman for her tremendous flexibility.

## **14. Communications**

### **a. Conway Invoice for 2008-09**

### **b. TEA Contract 7/08-6/11**

Communications were given to board as informational items.

## **15. Non Public Session**

### **a. RSA 91-A:3 II a,b,c,d,e**

At 7:40PM, Brenda Robinson made a motion to go into Non-Public Session. Dana Littlefield seconded the motion. At 8:15PM, Brenda Robinson made a motion to go out of Non-Public Session. Laura Pike seconded this motion. Motion passed.

## **16. Action as a Result of Non Public Session**

Laura Pike made a motion to accept with regret the resignation of Donna Ulitz as Board Secretary. Dana Littlefield seconded the motion. Motion passed.

Laura Pike made a motion to appoint Dana Littlefield and Brenda Robinson to negotiate with TESPA. Lisa Remick seconded the motion. Motion passed.

## **17. Personnel**

### **a. Appointment of Support Staff 2008-09.**

Laura Pike made a motion to appoint the Support Staff Personnel as presented for the 2008-09 school year. Dana Littlefield seconded the motion. Motion passed.

Dana Littlefield made a motion to nominate Kim Whitted as a 20% math teacher for the 2008-09 school year. Laura Pike seconded the motion. Motion passed.

Dana Littlefield made a motion to appoint Donna Ulitz as Administrative Assistant. Laura Pike seconded the motion. Motion passed.

## **18. Adjournment**

At 8:18PM, Dana Littlefield made a motion to adjourn the meeting. Laura Pike seconded this motion. Motion passed.

Respectfully Submitted,

Donna Ulitz, Recording Secretary  
*Draft pending Board Approval.*