PROFILE SCHOOL BOARD
PROFILE SCHOOL LIBRARY
691 PROFILE ROAD
BETHLEHEM, NH 0374

DATE: APRIL 16, 2015
TIME: 5:30 PM

BOARD MEETING MINUTES

PRESENT: Board Members Kim Shillieto, April Hibberd, Christine Ash, Lynn Terres, Carol Carlson-Cunningham, Alice Rocke; Superintendent Pierre Couture; Business Manager Tina Peabody, Principal Courtney Vashaw; Assistant Principal Kyle Jacobs; Staff members Angela Figallo, Kristy Duris, Sean O'Brien, Jennifer Opalinski, Paul Lehmann; Students Hannah Butterfield, Alena Bonilla, Anabel Boyer, Tatiana LeDoux, Izzy Holmes; Community Members Bill Symonds, Mark Butterfield, Toni Butterfield, David Van Houten.

The meeting was called to order at 5:30 PM by Superintendent Couture.

Superintendent Couture opened the floor to nominations for Chairman of the Profile School Board. Christine Ash nominated Kim Shillieto to the position of Board Chairman. MOTION BY CHRISTINE ASH, SECONDED BY LYNN TERRES TO APPROVE THE NOMINATION OF KIM SHILLIETO AS CHAIRMAN OF THE PROFILE SCHOOL BOARD. ALL IN FAVOR, MOTION CARRIED.

Chairman Shillieto opened the floor to nominations for Vice Chairman of the Profile School Board. Lynn Terres nominated Stephen Chardon to the position of Board Vice Chairman. MOTION BY LYNN TERRES, SECONDED BY CAROL CARLSON-CUNNINGHAM TO APPROVE THE NOMINATION OF STEPHEN CHARDON TO THE POSITION OF VICE CHAIRMAN OF THE PROFILE SCHOOL BOARD. ALL IN FAVOR, MOTION CARRIED.

PROJECT VENTURE PRESENTATION

Principal Vashaw advised the Board that staff and students are here this evening to update the Board on Project Venture and its related activities. Angela Figallo read the Mission Statement of the Youth Leadership through Adventure philosophy which reflects what Project Venture is and what participating students are involved in. It is the goal of the program to develop nurturing leadership skills which the students put to use in team building, community participation, working with the elderly, accepting challenges and participating in risk activities. This evening the grade 8 team and one 10th grader are here to demonstrate some of these skills through an interactive communication with the audience. The 8th graders are credited with the development of a Unified Sports Day which has participation from many school districts. They planned and executed the various activities of this day successfully with this being the second year that it will occur. Project Venture students have been working with Lafayette sixth grade students and will meet with Bethlehem sixth graders in the near future to welcome them to Profile School next fall. This will culminate with an activity at Copper Cannon Camp later in the school year uniting both sixth grades. A brief discussion ensued.

PUBLIC INPUT

David Van Houten appeared before the Board to thank them for the use of the Profile School for the Energy Fair held this past weekend. There were 150-200 participants and the committee feels it was a very well received and successful event.

Mr. Van Houten further advised that the committee will continue to explore options for solar power at Profile School. He suggested that perhaps a Task Force be formed to address this issue. Superintendent Couture advised that he has spoken with the third party company who had approached Profile about the possibility of adding solar power and will be reporting to the Board on this later this evening.

MOTION BY CHRISTINE ASH, SECONDED BY LYNN TERRES TO APPROVE THE MINUTES OF THE MARCH 19, 2015 MEETING AS WRITTEN. The following correction was requested:

Page 1, paragraph 5, line 4 should read . . . due to personal reasons.
Page 2, paragraph 6, line 1 should read . . . and Lovall Morrison will . . .
Page 2, paragraph 11, line 1 should read . . . the ratio of students . . .

ALL IN FAVOR WITH THE AFOREMENTIONED CORRECTION, MOTION CARRIED.

SUPERINTENDENT'S REPORT

Superintendent Couture advised the Board that it is time to renew the Districts membership with NCES (North Country Education Foundation) for the 2015-2016 school year. He is recommending that Profile renew as a full member at a cost of $13.09 per student for a total cost of $3,298.00. This is based on the December 2014 enrollment. Following a brief discussion, MOTION BY CAROL CARLSON-CUNNINGHAM, SECONDED BY LYNN TERRES TO APPROVE THE NCEF 2015-2016 FULL MEMBERSHIP AT A COST OF $3,298.00 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture recommended the acceptance of the resignation of Lucy Hubbard, Part-time Art Teacher at the conclusion of the 2014-2015 school year. Following a brief discussion, MOTION BY LYNN TERRES, SECONDED BY ALICE ROCKE TO ACCEPT, WITH REGRET, THE RESIGNATION OF LUCY HUBBARD FROM HER POSITION AS ART TEACHER AT THE CONCLUSION OF THE 2014-2015 SCHOOL YEAR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture revisited the e-mail recently sent to all Board members pertaining to the loss of adequacy aide along with cuts in the stabilization grant. Superintendent Couture was in touch with all area representatives pertaining to these cuts on behalf of each of the districts. Superintendent Couture was advised that monies had been put back into the Budget from the House floor resulting in the anticipated cuts being for lesser amounts/percentages. The House passed their version of the budget and it is now onto the senate. It is anticipated that the senate will redevelop the budget in its entirety. A brief discussion ensued. Superintendent Couture will keep the Board updated in this process as it moves forward.

Superintendent Couture advised the Board that he has spoken with the District's Legal Counsel pertaining to the letter of intent requested from Sunrise Investments who are the third party vendor. Legal Counsel advised that the Board not write a letter of intent but advise the company that Profile would entertain a proposal for this project. This has been conveyed to Sunrise Investments. Profile Director of Maintenance Paul Lehmann advised the Board that he has spoken with representatives from Sunrise and other companies pertaining to this proposal and feels that caution is warranted. Any of the proposals appear to require significant up-front costs from the District. A brief discussion ensued.

PRINCIPAL'S REPORT

Principal Vashaw called the Board's attention to her written report which was included in their agenda packets briefing them on the contents and fielding questions as necessary.

Principal Vashaw advised the Board that the recent visit/inspection by Homeland Security has resulted in a significant amount of upgrades being needed. The final report will be received in the near future.

Principal Vashaw briefed the Board on some of the more significant findings involving the front office and a safe room along with additional cameras which are also strongly recommended by the Bethlehem Police Department. Director of Maintenance Paul Lehmann is in the process of compiling a list of upgrades with pricing which is estimated to be approximately $27,000.00. Superintendent Couture suggested that the Board wait for the full report and then review and prioritize the upgrades to be implemented over a three year plan. Principal Vashaw and Mr. Lehmann will meet to discuss this and she will report back to the Board.

Principal Vashaw advised that she has a list of items that she is suggesting be purchased from surplus funds at the end of the school year. She is suggesting the Enriching Students Software package at a cost of $3,800.00 which is utilized to schedule X Block and Advisory times. This software has proven to be invaluable during the current year and is touted as the best in the country. Principal Vashaw also advised the Board that Bill Church of WMSI will not be available to run the STEAM program next year as he will be too busy with his commitments at NCES. In view of this not only will we need to replace Bill but his equipment as well. Kevin Briere will be providing the program under the tutelage of Bill Church. Principal Vashaw estimates that approximately $6,900.00 will be needed to purchase EDT cameras, laptops, etc. Currently there are twelve students registered for this class in the fall.

Principal Vashaw advised the Board that the YRBS (Youth Risk Behavior Survey will be conducted for all high school students on Friday. This is done every two years and gives the school a picture of its students' behaviors and feelings of safety and connectedness.

Principal Vashaw advised that Assistant Principal Kyle Jacobs and SAP Coordinator Sean O'Brien are working on revising the drug policy.

Principal Vashaw requested input from the Board on the possibility of conducting a K9 drug search under the auspices of the NH State Police. The authorities and dogs would have no contact with the students and there would be no legal follow up on the State Police's part. This is a training exercise for the K9. It takes approximately 45 minutes and there are normally two dogs on site. A brief discussion ensued.

Principal Vashaw advised the Board that she is looking to change Assistant Principal Jacobs' number of contract days for the upcoming year. Assistant Principal Jacobs briefed the Board on his strengths which he considers to include but not be limited to working with students and assisting them to be successful. He is looking to cut his number of days to 190-200 per year to allow him more time with his sons during the summer. This results in an approximate pay decrease of $7,000.00 and will give Assistant Principal Jacobs more flexibility as the primary care giver in his family. Principal Vashaw is in support of the change. Principal Vashaw would also like to see Kerry Sheehan move into a roll of CIA (Curriculum, Instruction and Assessment Coordinator) Coordinator which would be done for the most part after school hours. The number of hours and financials are yet to be worked out. Following a brief discussion, it was the consensus of the Board for administration to move forward with the reduction of days for Assistant Principal Jacobs and increase of CIA duties for Kerry Sheehan.

Principal Vashaw advised the Board that the discussion of Drivers Education will be on the May agenda.

Principal Vashaw advised the Board that the Vision Committee will be meeting at 2:30 PM on April 30th. All are welcome to attend.

Principal Vashaw advised the Board that Profile has received a $1,000.00 grant from California Casualty Insurance Group via NEA NH to support Unified Sports.

Principal Vashaw advised that Profile High School has been selected as a NH College and Career Transition Award recipient.

Principal Vashaw advised that there are two students in the running for National Merit Scholarships.

Principals Vashaw advised the Board that thirty-five members of the Chorus sang at the Fisher Cats Game on Saturday. They were complemented not only on their performance but on being the most respectful group of students they have ever had.

Principal Vashaw advised the Board that two students from Profile will be headed to France as Exchange Students for the upcoming school year. Principal Vashaw further advised that there will be at least one exchange student attending Profile next year and they have been approached about the possibility of an additional student if housing can be arranged. Principal Vashaw sought the Board's input as to the number of exchange students Profile should welcome in a given year. Following a brief discussion it was the consensus of the Board that the maximum should be three.

POLICY COMMITTEE

Lynn Terres presented the following policies for first reading:

EEAA	Video and Audio Surveillance on School Property
JLDBA	Behavior Management & Intervention
JRA	Student Records and Access
KHB	Advertising in Schools

Following a brief discussion, MOTION BY CHRISTINE ASH, SECONDED BY CAROL CARLSON-CUNNINGHAM TO APPROVE THE AFOREMENTIONED POLICIES FOR FIRST READING. ALL IN FAVOR, MOTION CARRIED.

FINANCIAL

Manifests were circulated for Board review and approval.

Business Manager Tina Peabody distributed Financial Reports for Board information and review noting that the current projected yearend balance is $123,086.00 which includes all warrant articles, funds being held for student activities/orientation, administrative expenses, transportation, and the proposed beginning balance along with monies for insurance claim and REAP funding. Ms. Peabody briefed the Board on the changes since the prior reporting period in the amount of $43,709.92.

Business Manager Tina Peabody advised the Board that the lunch program appears to be stable.

Business Manager Tina Peabody advised the Board that they need to set the Tuition Rate for the 2015-2016 school year. Currently it is anticipated that there will be one student from Waterford, VT who will be attending Profile as a tuition student for 2015-2016. Following a brief discussion, MOTION BY CHRISTINE ASH, SECONDED BY LYNN TERRES TO APPROVE THE SETTING OF THE TUITION RATE FOR THE 2015-2016 SCHOOL YEAR AT $17,184.00 PER STUDENT. ALL IN FAVOR, MOTION CARRIED.

Business Manager Tina Peabody distributed the results of the recent Audit Bid noting that three firms have submitted bids. They are Melanson & Heath, Vachon, Clukay & Co., and Ron Beaulieu & Co. Following a thorough review of the submitted bids, Ms. Peabody is recommending awarding to Vachon, Clukay & Co. for a period of three years with two one year extensions. Ms. Peabody noted that all districts will save some monies over the contract period with the exception of Landaff. It is her intention

to contact Vachon, Clukay & Co. and request that they consider lowering Landaff's cost once all bids are awarded. Following a brief discussion, MOTION BY LYNN TERRES, SECONDED BY CHRISTINE ASH TO AWARD THE AUDIT BID FOR PROFILE SCHOOL DISTRICT TO VACHON, CLUKAY & CO. AS PRESENTED AND AUTHORIZE BUSINESS MANAGER PEABODY TO SIGN THE CONTRACT. ALL IN FAVOR, MOTION CARRIED.

Business Manager Tina Peabody advised the Board that Stiles Fuel was the low bidder for Fuel Oil at a prepaid cost of $1.98 per gallon. Ms. Peabody is recommending the award of the Fuel Oil Bid for the 2015-2016 school year for 18,900 gallons at a prepaid cost of $1.98 totaling $37,422.00. Following a brief discussion, MOTION BY CHRISTINE ASH, SECONDED BY LYNN TERRES TO APPROVE THE AWARDING OF THE FUEL OIL BID FOR THE 2O015-2016 SCHOOL YEAR AT A COST OF $1.98 PER GALLON FOR 18,900 GALLONS TOTALING $37,422.00. ALL IN FAVOR, MOTION CARRIED.

Business Manager Tina Peabody advised the Board that the Health Insurance costs for 2015-2016 were budgeted at a 2.6% increase. The actual costs have decreased from what they currently are by 1% which will result in a decrease to the District of approximately $$4,000.00.

OTHER BUSINESS

Chairman Shillieto commented to the Board that they will need to tighten their belts during the next budget process. The constituents were very strong in their comments at the annual meeting pertaining to excess expenditures.

MOTION BY CAROL CARLSON-CUNNINGHAM, SECONDED BY CHRISTINE ASH TO ENTER INTO NON-PUBLIC SESSION AT 7:55 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS PERSONNEL ISSUES TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER PEABODY; PRINCIPAL VASHAW; ASSISTANT PRINICPAL JACOBS. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY CAROL CARLSON-CUNNINGHAM, SECONDED BY LYNN TERRES TO RETURN TO PUBLIC SESSION AT 8:17 PM. ALL IN FAVOR, FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY APRIL HIBBERD, SECONDED BY LYNN TERRES TO DENY THE PART-TIME PROFESSIONAL STAFF MEMBERS REQUEST FOR BENEFITS (HEALTH INSURANCE) TO BE CHANGED TO AN 80%/20% SPLIT. THREE YES, ONE ABSENTION, MOTION CARRIES.

There being no further business to come before the Board, MOTION BY APRIL HIBBERD, SECONDED BY LYNN TERRES TO ADJOURN AT 8:20 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted

Marjorie Brown
Board Clerk