

BOARD MEETING MINUTES

PRESENT: Board Chairman Kim Shillieto; Board Members Lynn Terres, Christine Ash, Michael Culver, Rich Christoffersen; Superintendent Pierre Couture; Business Manager Tina Peabody; Acting Principal Kyle Jacobs; Staff Members Kerry Sheehan, Kevin McShane, Thea Boyer, Jennifer Opalinski; Community Members and Parents Wendy Ho Sing Loy, Richard Ubaldo; Students Caleb Keiler, Liz Ho Sing Loy.

The meeting was called to order at 5:32 PM by Chairman Kim Shillieto.

PUBLIC INPUT – None

MOTION BY CHRISTINE ASH, SECONDED BY LYNN TERRES TO APPROVE THE MINUTES OF THE MARCH 17 AND MARCH 24, 2016 MEETINGS AS WRITTEN. The following corrections were requested on the March 17, 2016 minutes:

Page 1 following paragraph 5, minutes should indicate “Tina Peabody joined the meeting at this time.”

Page 1 paragraph 6, line 2 should read . . . FEBRUARY 16, 2016 MEETING AS . . .

ALL IN FAVOR WITH THE AFOREMENTIONED CORRECTIONS, MOTION CARRIED.

SUPERINTENDENT’S REPORT GREECE TRIP DISCUSSION

Superintendent Couture referred to the Trip Notes forwarded to Board members earlier by e-mail with additional copies being made available for all present. Superintendent Couture briefed the Board on the contents fielding questions as necessary. The noted included the following’

- The United States state department has issued a travel alert for all of Europe.
- EF tours plans to offer the trip to Greece, regardless of the travel alert.
- If the state department issues a travel warning for Europe, EF tours will cancel the trip and refund the students their money.
- The Profile School has not entered into a contract with EF tours.
- Each Profile student has signed individual agreements (contracts) to go on the trip with EF tours.
- Attorney Boynton advises that the Profile School board does not have the authority to cancel the individual student contracts.
- Parents/students may opt not to make the trip to Greece, they will be provided with a travel voucher from EF tours, less \$1,000 and administrative fees (approx. \$250) (total cost of trip is \$3,500)
- If some students choose not to make the trip to Greece, their decision will not affect the status of the trip for the other students.
- EF tours carry a \$50 million liability insurance policy, providing coverage for claims regarding bodily injury, property damage, travel agent errors and omissions.
- EF tours has named the Profile School District as additionally insured in the liability insurance policy.

Recommendation: Based on the information presented above, the school board should not take any action about the trip to Greece. The decision whether to travel or not should be made by the parents and students.

Community member and parent Richard Ubaldo, who has two daughters participating in the Greek trip, stated that he feels that the school does have some liability in this issue. Mr. Ubaldo indicated that he has been in contact with the US State Department and the Overseas Security Advisory Bureau pertaining to the trip. Mr. Ubaldo has been monitoring their web sites on a daily basis seeking any updates in the alert status and other problems within the country pertaining to municipal strikes, etc.

Community member and parent Wendy Ho Sing Loy voiced her support for the trip and the Boards need to clarify the sanction process for any out-of-country trips as other Board's do. She further commented on the insurance offered by EF Tours as not being as cohesive as other companies.

Rich Christoffersen commented that unfortunately we need to clarify for the students the environment and climate they will be visiting; address appropriate dress codes; make it mandatory that they remain in a group setting; and proceed with due caution. The ultimate decision on whether to attend or not is the individual families choice.

Following a brief discussion the Board was split on whether they would allow their own children to travel as part of this group given the current problems in Europe. They did agree that it will be important in the future decisions on trips of this nature that participants understand the risks involved and the financial ramifications.

PROFESSIONAL STAFF NOMINATIONS 2016-2017

Superintendent Couture recommended the nomination of Professional Staff for the 2016-2017 school year (copy attached) . Following a brief discussion, MOTION BY RICH CHRISTOFFERSEN, SECONDED BY CHRISTINE ASH TO APPROVED THE NOMINATIONS OF THE PROFESSIONAL STAFF FOR THE 2016-2017 SCHOOL YEAR AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture advised the Board that Gabrielle Granger-Clark, Human Resource Representative, is suggesting that the Districts add an additional Health Insurance Plan which would be less expensive for participants, This would be purely voluntary on the part of the participants and not affect the plans currently in place. It is anticipated that there will be an SAU wide presentation in May to brief all staff members on this plan. A brief discussion ensued.

Superintendent Couture requested that the Board consider looking into buyout offers for those employees not participating in the health insurance program. They would need to ascertain if this would have any effect on the rates offered by Anthem. This would require substantial research and planning but may possibly be a way to save monies as we move forward. A brief discussion ensued.

Superintendent Couture advised the Board that Acting Principal Kyle Jacobs, Director of Maintenance Paul Lehmann and he met with an electrician to discussing the proposed lighting project. This project would most likely be divided into three phases; parking lot, middle school, high school.

Superintendent Couture advised the Board that the upgrade on the heating controls has been completed.

Superintendent Couture advised the Board that he has suggested that the Long Range Planning Committee meetings be tabled until the decision on a new administrator has been completed. He also suggest that the Board revisit what the scope of the committee meetings should be.

PRINCIPAL'S REPORT

Acting Principal Jacobs called the Board's attention to his written report included in their agenda packets briefing them on the contents and fielding questions as necessary.

Acting Principal Jacobs advised the Board that the Profile Players Theater group competed at States this past weekend performing "Almost Hamlett" written by Jen McVetty and were victorious in this competition. Profile Players have been invited to perform in the NHETG (New Hampshire Educational Theatre Guild) showcase of best performances at the Winnepesaukee Playhouse.

Acting Principal Jacobs advised the Board that Kerry Sheehan will be addressing them on the X-Block providing data as requested by the Board. Ms. Sheehan advised the Board that the X-Block came about as a result of the NEAS&C accreditation process and the related Self Study. It was recommended that an advisory program be implemented and they looked at several models before selecting the X-Block format. This occurs daily between A & D or E & F Blocks depending on the day. It has been very advantageous in helping CTE Students to not lose valuable class time when returning to Profile. Prior to the establishing of the X-Block, these students would miss 20 minutes of class time daily. It also affords staff time on Fridays for PLC work, meetings, etc. The program has been in place since 2010 and allows students time to meet with teachers, collaborate with peers, and participate in extended classroom expectations. Teachers can request that students see particular teachers to enhance their learning experience and seek additional help; students can seek out teachers themselves to address needed remediation, assistance, or to move ahead in a class. Jennifer Opalinski commented on the positive effects the X Block has had on the school. A brief discussion ensued.

LONG RANGE PLANNING COMMITTEE

Kevin McShane addressed the Board stating that this committee evolved from a need for open communication lines throughout Profile School. It was felt by the faculty that they needed a forum to open avenues to effect change; hiring of a new administrator; and to provide needed assistance to the faculty for what has been taking place at Profile.

Rick Christoffersen commented that he had been on this committee at its inception and was the result of a significant need to portray the uniqueness of Profile School; how amazing the school is; and, to attract new families to the area and school.

Mr. McShane advised that it has been the perception of the LRPC members, at least on the faculty side, that they would be key contributors to the principal search process. Superintendent Couture explained that the committee makeup will consist of two administrators (Kyle Jacobs and Superintendent Couture); two staff members (yet to be named); two community members (yet to be named) and two Board members (Christine Ash and Lynn Terres).

The issue of staffing was raised and Chairman Shillieto advised that the Board has to decide within the general frameworks of where we are going; maintaining programs and overall staffing needs as recommended. Mr. McShane expressed concern that position(s) included in the budget were not being replaced and how that occurred. It was his opinion that items of this nature should/could be addressed by the LRPC and should not be put on hold. Mr. McShane gave the example of the cutting of a paraprofessional position without the input of the faculty.

Chairman Shillieto advised that the Board sets committees and the parameters of what they will be reviewing/discussing. They are also responsible to the taxpayers to present a well-reviewed budget and cut staffing where it is excessive. This is the responsibility of the Board with input from the Superintendent not the responsibility of the faculty.

Superintendent Couture advised that he will be seeking the input of the PEA President, Lovall Morrison, if the selection of the staff members to serve on the Search Committee. A brief discussion ensued.

POLICY COMMITTEE

Lynn Terres presented the following policies for first reading;

- DJA Fund Balances
- JJF Student Activities Fund Management

Following a brief discussion, MOTION BY LYNN TERRES, SECONDED BY CHRISTINE ASH TO APPROVE THE AFOREMENTIONED POLICIES FOR FIRST READING AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

FINANCIAL

Manifests were circulated for Board review and signature.

Business Manager Tina Peabody distributed updated Financial Reports for Board information and review noting that the current projected yearend balance is \$69,174.00. This amount includes monies being held for substitutes, vocational tuition, and student activities along with the estimated retained balance for next year in the amount of \$225,000.00. Ms. Peabody summarized the changes since the prior reporting period along with updating the new members of the reports purpose and function. A brief discussion ensued.

Business Manager Peabody advised the Board that the purchase of Chrome Books in the amount of \$24,054.00 has caused that account to be over budget by \$10,865.00. A discussion ensued as to whether to continue to cover that amount from surplus as is being currently done or to take it from the Technology Fund which currently has a balance of \$66,258.20. This decision does not need to be made at this time but will need to be addressed as we approach the end of the school year. A brief discussion ensued.

Business Manager Peabody distributed copies of the recently completed Audit to the Board Chairman and Acting Principal along with letters from the auditors for all members. These include the Report of Internal Control Based on an Audit of Basic Financial Statements; Recommendations on Cash Reconciliation, Fund Balance Policy, Vendor Payments, Student Activities Fund Receipts, and Student Activity Fund Disbursements; and Audit Findings. Any questions should be directed to Ms. Peabody.

NEW BUSINESS

A list of Board Committees was distributed for Board review and information. Members are needed on the Policy Committee, Personnel Committee, Building & Grounds Committee, and Technology Committee. There should also be representation on the Curriculum Committee. Jennifer Opalinski shared the work being done on the newly formed Travel Committee and suggested that a Board member also should be on this committee. These will be discussed at the May meeting.

Chairman Shillieto advised the Board that the Littleton Rotary Auction will take place on April 29th at the Mountain View Grand. Chairman Shillieto further advised that Rotary is seeking two students to attend a Leadership Workshop. Students should be entering their junior year in the fall of 2016.

MOTION BY CHRISTINE ASH, SECONDED BY RICH CHRISTOFFERSEN TO ENTER INTO NON-PUBLIC SESSION AT 7:22 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS PERSONNEL ISSUE TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER PEABODY. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY CHRISTINE ASH, SECONDED BY LYNN TERRES TO RETURN TO PUBLIC SESSIAT 8:00 PM. ALL IN FAVOR, FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY MICHAEL CULVER, SECONDED BY RICH CHRISTOFFERSEN TO SEAL THE MINUTES OF THE NON-PUBLIC SESSION UNDER RSA 91A:3 UNTIL, IN THE OPINION OF A MAJORITY OF MEMBERS, THE CIRCUMSTANCES WARRANTING THE SEALING OF THE MINUTES NO LONGER APPLY. ALL IN FAVOR, MOTION CARRIED.

MOTION BY RICH CHRISTOFFERSEN, SECONDED BY CHRISTINE ASH TO APPROVE THE UPDATED SEPARATION AGREEMENT AND RELEASE AS PRESENTED AND TO AUTHORIZE CHAIRMAN SHILLIETO TO SIGN ON BEHALF OF THE BOARD.

MOTION BY CHRISTING ASH, SECONDED BY RICH CHRISTOFFERSEN TO ACCEPT THE RESIGNATION OF PRINCIPAL COURTNEY VASHAW AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY MICHAEL CULVER, SECONDED BY LYNN TERRES TO ADJOURN AT 8:05 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown
Board Clerk