

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

DATE: NOVEMBER 19, 2015  
TIME: 5:30 PM

## BOARD MEETING MINUTES

PRESENT: Board Chairman Kim Shillieto; Board Members Lynne Terres, Christine Ash, Steve Chardon, Carol Carlson-Cunningham, April Hibberd, Alice Rocke; Superintendent Pierre Couture; Business Manager Tina Peabody; Acting Principal Kyle Jacobs; Facilities Director Paul Lehmann; Staff Member Kevin McShane; Community Members Chris & Cheryl Jensen.

The meeting was called to order at 5:33 PM by Chairman Kim Shillieto.

### PUBLIC INPUT

Cheryl Jensen advised the Board that she has always been a supporter of public education and supportive of the school budget. This year she is requesting the Board do everything possible to hold down the costs. She is speaking not only for herself but for many residents on fixed incomes. A brief discussion ensued.

MOTION BY CHRISTINE ASH, SECONDED BY APRIL HIBBERD TO APPROVE THE MINUTES OF THE OCTOBER 22, 2015 MEETING AS WRITTEN. The following corrections were requested:

Page 2, paragraph 3, line 3 should read . . . Asher Merrill  
Page 2, paragraph 8, line 3 should read . . . to Profile 8<sup>th</sup> grade . . .  
Page 3, paragraph 10, line 3 should read . . . BY ALICE ROCKE

ALL IN FAVOR WITH THE AFOREMENTIONED CORRECTIONS, MOTION CARRIED.

### FACILITIES DIRECTOR PAUL LEHMANN – PROPOSED PROJECTS UPDATE

Facilities Director Paul Lehmann presented the Snow Plowing Bid for Board review and approval. Only one bid was received from Presby Construction Co., there were no other bidders. Following a brief discussion, MOTION BY STEVE CHARDON, SECONDED BY ALICE ROCKE TO AWARD THE SNOW REMOVAL BID FOR THE 2015-2016 SCHOOL YEAR TO PRESBY CONSTRUCTION AS PRESENTED AND AUTHORIZE BUSINESS MANAGER TINA PEABODY TO SIGN THE CONTRACT. ALL IN FAVOR, MOTION CARRIED.

Facilities Director Paul Lehmann addressed the Board regarding the ongoing issue of heating system controls and the need to have this corrected. Mr. Lehmann advised the Board that he has been working with ENE who have bought out Pro-Controls. Pro-Controls was the original entity he was dealing with on the control issues. Former Pro-Control employees are now with ENE and were on-site for the meeting. They are seeking to rebuild their name and wish to do anything they can to assist in the control issue at no cost to the District. Mr. Lehmann has also been in touch with Sieman's seeking a proposal for the same interface adjustments on the controls who have given an estimate of \$49,845.00 for this project. Mr. Lehmann would like continue working with ENE for this purpose. Following a brief discussion, MOTION BY ALICE ROCKE, SECONDED BY STEVE CHARDON TO AUTHORIZE FACILITIES DIRECTOR PAUL LEHMANN TO MOVE FORWARD WITH ENE FOR THE

ADJUSTMENTS/INTERFACE OF THE CONTROLS AS DISCUSSED. ALL IN FAVOR, MOTION CARRIED.

Facilities Director paul Lehmann called the Board's attention to the DBECS (Commercial Building Energy Consumption Survey included in thi4r packet briefing them on the contents and fielding question as necessary.

Facilities Director Paul Lehmann advised the Board that Energy Audit by EEI recommended at last month's meeting has begun. He hopes to have a report at the December meeting.

## SUPERINTENDENT'S REPORT

Superintendent Couture recommended the approval of the following slate of winter coaches:

Alpine Skiing Head Coach	Phil Boone
Alpine Skiing Assistant Coach	Paige Roberts
Girls Varsity Basketball Head Coach	Paul Savard
Girls Varsity Basketball Asst. Coach	Bob Burrill
Boys Varsity Basketball Head Coach	Paul Greenlaw
Boys Varsity Basketball Asst. Coach	Justin Stroup
Girls MS Basketball Head Coach	Matt Hunt
Girls MS Basketball Asst. Coach	Alyssa Commeau
Boys MS Basketball Head Coach	Rob Ash
Boys MS Basketball Asst. Coach	James Barrett

Chairman Shillieto reminded Principal Jacobs that the Board would like to see a brief resume on any new coaches. Following a brief discussion, MOTION BY STEVE CHARDON, SECONDED BY APRIL HIBBERD TO APPROVE THE SLATE OF WINTER COACHES AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

It was noted that the Nordic Coaches were approved at the meeting in October.

Lynn Terres requested that the Board be updated on the parental evaluations of the girls soccer coach.

Superintendent Couture distributed copies of the October 1, 2015 enrollment for Board information and review noting that overall the SAU is down by 17 students. Profile's total enrollment is down five students over the same reporting period last year. Superintendent Couture advised the Board that there are declining enrollments statewide. A brief discussion ensued.

Superintendent Couture advised the Board that the SAU Budget Hearing on the proposed budget for the 2016-2017 school year will be held on Monday, November 9, 2015 at 5:30 PM in the AHEAD Conference room upstairs from the SAU Office.

Superintendent Couture advised the Board that there are changes on the horizon for Health Insurance, specifically the phasing out of the current mail-in prescription plan. He is advising Boards who are currently in negotiations, such as Profile with their professional staff, to include this proposed change. The SAU Human Resources Representative, Gabrielle Granger-Clark, will forward information on rates for this as soon as she receives. Superintendent Couture is also suggesting that the Board consider offering an additional voluntary health insurance plan with higher deductibles which may be attractive to some of the employees as their portion of the premium would be lower. A brief discussion ensued.

Superintendent Couture recommended the acceptance of the child-bearing leave request from Montgomery Chandler, High School Spanish Teacher. Ms. Chandler's leave will begin around April 4, 2016. She plans to work as long as she can and will be utilizing her accumulated leave. Following a brief discussion, MOTION BY STEVE CHARDON, SECONDED BY ALICE ROCKE TO APPROVE THE CHILD BEARING LEAVE REQUEST FOR MONTGOMERY CHANDLER AS RECOMMENDED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture distributed copies of an article appearing in the August 31, 2015 Record entitled Teachers and Students Prepare for High altitude Balloon Launch and Recovery for Board information. Members of the Balloon Launching Team included Kevin Briere, teacher at Profile; Ashton Merrill, Carter Merrill, and Jack Greene, Profile students; and Bill Church, WMSI Instructor. This was a three day summer project and an exciting experience for all involved. NCES facilitated the project in conjunction with STEM.

#### OLD BUSINESS

##### SOLAR POWER UPDATE

Superintendent Couture asked if the Board wished to pursue the proposed solar power project. He also advised that EEI (Energy Efficient Investments has been visiting schools within the SAU briefing them on a proposed energy audit for upgrades and efficiency. This is a free audit and the district would be under no obligation to proceed further with the process beyond the audit. This is a separate entity from what the solar enthusiasts are proposing which would be actual solar panels producing electricity for the Profile School. A discussion ensued on the various pros and cons of this proposal. Following this discussion it was consensus of the Board not to move forward with the solar power project at this time. It was however, a unanimous decision to move forward with the energy audit by EEI. Superintendent Couture will contact David Van Houten of the Solar Power Group to let him know of the Board's decision.

#### PRINCIPAL'S REPORT

Acting Principal Jacobs called the Board's attention to his written report sent earlier in the week via e-mail briefing them on the contents and fielding questions as necessary.

Acting Principal Jacobs advised the Board that the Vision and Building Goals have been formalized for all faculty to put into practice. Also teachers have been working on finalizing their individual goals. SLO's continue to be developed and tweaked.

Acting Principal Jacobs advised the Board that the Director of Facilities, Paul Lehmann, reports weekly to the Building Principal and there is a full calendar being monitored, maintained, and shared with faculty and staff.

Acting Principal Jacobs called the Board's attention to the Middle School Humanities Program which has begun an ongoing and diverse World War II (immersion) program to five Profile 8<sup>th</sup> grade students an in depth understanding of that era and its implications. The Middle School has also invited Mrs. Amy Baldurina as a guest speaker to address her book "Night" with an emphasis on the Jewish experience in WW II. They also have a WW II Veteran who will be visiting the Humanities class tomorrow.

The recent Staff Development Day presentation in Berlin was fully participated in by Profile faculty. Jennifer Opalinski will be leading a book discussion on the Charlotte Danielson Teaching domains as outlined in the Evaluation form.

Acting Principal Kyle Jacobs advised the Board that this year's musical production of Peter Pan will be held at the Lisbon Town Building in November. Superintendent Couture advised that he has been in touch with the General Manager of the Bethlehem Theatre to seek input into once again using their facility for school presentations. Currently they have other presentations which would prevent the school from leaving their props set up, etc.

Acting Principal Jacobs advised the Board that the first ever Evacuation Drill was conducted earlier in the week moving the entire student body and faculty to the Knights of Columbus Hall. This proved to be a very successful first drill with all students being in place at the KOC within fifteen minutes.

#### LONG RANGE PLANNING COMMITTEE

Steve Chardon advised the Board that the committee meetings have been very informative with a lot of good communication. He will present a more comprehensive report at the November meeting.

#### POLCY COMMITTEE

Lynn Terres presented Policy JICK – Pupil Safety & Violence Prevention Policy for update and approval this evening. The change in this policy is a result of a change in the law pertaining to the Section XV – Appeals. Following a brief discussion, MOTION BY LYNN TERRES, SECONDED BY APRIL HIBBERD TO ACCEPT THE AFOREMENTIONED POLICY FOR REVIEW AND APPROVAL AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Lynn Terres presented the following policies for first reading:

DKA	Payroll Procedures
EEAA	Video & Audio Surveillance on School Property
GBEBA	Staff Dress Code
GBEBE	Employment of Relatives of Persons with Romantic Personal Relationships
JFABB	Foreign Exchange Students

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

#### FINANCIAL

Manifests were circulated for Board review and approval.

Business Manager Peabody distributed MS25 Forms and DOE25 Forms for Board signature. These are the end of the year forms required by the DOE and Department of Revenue to close out the books for the 2014-2015 school year.

Business Manager Peabody requested Board approval to change the terms of the 403B accounts to allow participants to borrow against these retirement accounts and/or seek a hardship request.

Following a brief discussion, MOTION BY LYNN TERRES, SECONDED BY ALICE ROCK TO APPROVE THE AGREEMENT TO CHANGE THE TERMS OF THE 403B ACCOUNTS AS PRESENTED AND TO AUTHORIZE THE CHAIRMAN OF THE BOARD TO SIGN A NEW AGREEMENT. ALL IN FAVOR, MOTION CARRIED.

Business Manager Peabody distributed information on the Copier cost comparison from the current lease agreement to the proposed agreement. Ms. Peabody advised the Board that she has been able

to negotiate a new lease program for Toshiba copiers as a result of the dissatisfaction of all SAU wide with the current Xerox copiers. This was done through Skip Tilton at SPC. Currently there are demo copiers at the SAU office and at Lisbon School who has the highest copier volume district wide. This will begin a new leasing program and will result in a savings for Profile of (\$516.47). Ms. Peabody called the Board's attention to the Vote to be Adopted language distributed with the pricing. The vote to approve this will include this verbiage.

**VOTE TO BE ADOPTED**

**Profile School District**

**Voted:** *The Superintendent of Schools is authorized to execute and deliver a tax-exempt lease purchase agreement with M.S.T. Government Leasing, LLC in the name and on behalf of the Profile School District (the "Issuer"), for the purpose of refunding and refinancing existing lease purchases of photocopier equipment and lease purchasing additional new and reconditioned photocopier equipment, any service agreements specifically financed in connection with certain equipment, consulting fees, and related costs of issuance, with an aggregate purchase price not exceeding **Eighty-One Thousand Two Hundred Thirty-Three Dollars and Nine Cents (\$81,233.09)**, at a rate of interest of not more than **2.890%** per year through **August 1, 2021**, and otherwise in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used, directly or indirectly, to acquire any securities or obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be and hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure that the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof. The School Board of the Issuer also authorizes the prior Business Manager of the Issuer to sign the attached Contract with Specialized Purchasing Consultants, Inc. relating to acquisition of photocopying equipment for the Issuer and authorizes such person to make any elections under the Contract not exceeding the aggregate purchase price of this authorizing Vote.*

MOTION BY STEVE CHARDON, SECONDED BY LYNN TERRES TO APPROVE THE NEW LEASE AGREEMENT AS PRESENTED AND ADOPT THE AFOREMENTIONED VOTE. ALL IN FAVOR, MOTION CARRIED.

Jennifer Opalinski thanked the Board for allowing her to sit in on this evenings public session as this is a prerequisite for her principal internship.

MOTION BY LYNN TERRES, SECONDED BY STEVE CHARDON TO ENTER INTO NON-PUBLIC SESSION AT 6:27 PM UNDER PARAGRAPH II, SECTION 2 OF RSA 91A:3 OF THE RIGHT TO KNOW LAW TO DISCUSS NEGOTIATIONS TAKING SUPERINTENDENT COUTURE, BUSINESS

MANAGER PEABODY, AND ACTING PRINICPAL JACOBS. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY STEVE CHARDON, SECONDED BY CHRISTINE ASH TO RETURN TO PUBLIC SESSION AT 8:27 PM. ALL IN FAVOR, FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY STEVE CHARDON, SECONDED BY CHRISTINE ASH TO ADJOURN AT 8:28 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted

Marjorie Brown  
Board Clerk