

**PROFILE SCHOOL BOARD MEETING  
HYBRID MEETING HELD ELECTRONICALLY  
VIA ZOOM AND IN PERSON AT PROFILE CAFETERIA  
BETHLEHEM, NH 03574**

**DATE: August 20, 2020  
TIME: 5:30 PM**

## **PROFILE SCHOOL BOARD MEETING MINUTES**

ELECTRONICALLY HELD MEETING: see below under Call to Order

PRESENT PHYSICALLY ROLL CALL: Board Chair – Kim Koprowski, John Devlin, Dr. Alice Rocke, Tim Wennrich, Adam Boyer, Tim Burger, Ruth Heintz; Principal Kerry Sheehan, Superintendent Tari Thomas and Business Manager Toni Butterfield.

**CALL TO ORDER:** Board Chair Kim Koprowski opened the meeting at 5:35 pm. It was explained that this meeting is hybrid according to the Governor's Orders for COVID-19 (see attached at end of report)

**PUBLIC INPUT:** none. BES Chairman, Bob Weir is joining via zoom to listen in and see what Profile is doing for their reopening

**STUDENT REPRESENTATIVE REPORT:** none

### **APPROVAL OF MINUTES OF JUNE 18, 2020 MEETING:**

Discussion - correct date of meeting minutes from July 24 to July 23.

**MOTION BY TIM WENNRICH, SECONDED BY ALICE ROCKE, TO APPROVE MEETING MINUTES, FROM JULY 23, 2020, WITH ONE AMENDMENT. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

### **BUSINESS MANAGER'S REPORT AND DISCUSSION:**

Toni Butterfield let us know that she is working currently with the auditors to assess the past fiscal year and Profile's finances are looking great. There will be a projected 2021 report at the September board meeting. As far as purchasing supplies for COVID-related items, the money can come out of the general fund for now and the COVID funding will go forward into next year.

### **SUPERINTENDENT'S REPORT:**

Resignations: Michelle Giarocco, the board clerk submitted a resignation letter as of August 3, effective immediately.

**MOTION BY TIM WENNRICH, SECONDED BY ALICE ROCKE TO ACCEPT, WITH REGRET, THE RESIGNATION OF BOARD CLERK MICHELLE GIAROCO. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

Adam Boyer asked if we should go ahead and advertise for a replacement and Kim Koprowski said we have advertised in the past. Alice Rocke pointed out that the response has been historically poor. Toni Butterfield suggested asking the former Culture and Climate Team if they had anyone that they thought might want to do it. Tim Wennrich will reach out and ask them for input.

Alyssa Presby has also resigned via a phone call to Kerry Sheehan on August 14 with a 2 week notice. Kerry has been acting quickly to find a qualified replacement. She has advertised and will be conducting interviews. Alice Rocke asked what "quickly" meant and Kerry said before the September 8 start date of school, so reopening doesn't get delayed.

**MOTION BY ADAM BOYER, SECONDED BY ALICE ROCKE, TO ACCEPT THE RESIGNATION OF ALYSSA PRESBY AS PROFILE'S SCHOOL NURSE. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

Alice Rocke asked if the nurse's position is full-time and Principal Sheehan said yes - daily from 7:30 to 2:27.

Appointments: Lisa O'Keefe has been suggested to replace Erica Smith as a special education paraprofessional. Kim Koprowski asked about her experience and Principal Sheehan explained that she was formerly a paraprofessional at Profile and excited to return.

**MOTION BY TIM WENNRICH, SECONDED BY ALICE ROCKE, TO APPROVE LISA O'KEEFE AS A SPECIAL EDUCATION PARAPROFESSIONAL. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

Also for appointment are the fall coaching positions: Kevin Frasier (Girl's Varsity Soccer coach), Molly MacLeod (Assistant Girl's Varsity Soccer coach), Brett Dentamore (Boy's Varsity Soccer coach), Tyler Doyle (Assistant Boy's Varsity Soccer coach), Michael Young (Cross Country Running coach), Jack Bartlett (Middle School Girl's Soccer coach) and Tim Wennrich (Middle School Boy's Soccer coach).

**MOTION BY TIM BURGER, SECONDED BY ADAM BOYER, TO ACCEPT THE FALL COACHES SLATE, ROLL CALL ENSUED: WENNRICH - ABSTAIN, DEVLIN- AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. 6 IN FAVOR, 1 ABSTENTION, MOTION CARRIES.**

General Information: Superintendent Thomas discussed the SAU's reopening plan and that it's been a work-in-progress for several weeks now. She wanted to commend Principal Sheehan and the Profile staff for not only following the health and safety guidelines but also focusing on the learning path. This may be an opportunity to reinvent and rethink teaching. We have been using the industrial model for 50 years and Kerry and her staff are energetic and enthusiastic about this opportunity to change the way education is approached. There will be more in-depth, hands-on and interactive learning.

**MOTION BY TIM WENNRICH, SECONDED BY JOHN DEVLIN, TO APPROVE THE SAU 35 REOPENING PLAN. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

**PRINCIPAL'S REPORT:**

General Information:

Principal Sheehan discussed the 2 recent days of professional development. One day was spent on technology. Teachers taught other teachers how to manipulate the technology for learning online. The second PD day was spent troubleshooting. Teachers broke into groups and discussed some of the issues currently with reopening and COVID such as transitioning in the hallways, fire drills, lunches and arrival/departure of students. They also discussed the differences between distance and remote learning. A letter defining those will be shared with the community. If Profile goes remote, the grading will remain the same. Principal Sheehan also shared a visual of the quarterly schedule showing 2 courses per quarter. One of the goals is to foster relationships between students and teachers and if we have to go remote, students won't feel overwhelmed with multiple classes. Some students can choose to do online learning with VLACS for the first quarter and still join in seamlessly in the second quarter since Profile will be partnering with VLACS. John Devlin asked if VLACS has room and Principal Sheehan said there is still room at the junior and senior high levels and Manchester/Concord have cut back on their plans to exclusively use VLACS (that allows for more space at VLACS). However, the elementary levels of VLACS are closed. Principle Sheehan is now in VLACS' student information system as a partner school so there is access to the Profile student records. In the schedule, cohorts will remain together throughout the day. If we go remote, this schedule also accommodates that plan. Classes will be 2.5 hours long. Teachers are nervous but excited about opportunities for novel teaching. AP classes will be scheduled for second and third quarters in order to fit the AP test schedule during the fourth quarter. Middle school will follow the same type of schedule. Extra teachers per quarter will help during blocks to give other teachers breaks, monitor hallways, monitor lunches and work on competency recovery. RTI stands for Response to Intervention and that is also imbedded in the schedules.

Equity is another important factor being included in every aspect of school this year - scheduling, lunch, etc.

Principal Sheehan also shared parent survey responses. 108 families have responded as of today. The survey had included 24 people that requested remote but once Kerry had personal conversations, 16 now are requesting remote. If students are out for illness or a medical reason, the teachers will be there for students to assist them. How that will look will depend on the total number of students needing those services. The staff is going to call the families who have not yet responded to the survey in the next few days to get a better feel for family plans. 40 current high school students and 19 middle school students plan to take the bus at this point. Some students want to be dropped off at different spots and these are details between the bus company and school that will need to be ironed out. Not sure what BES is going to do yet with bussing. Principal Sheehan pointed out that Profile does have vans to transport kids home and staff who are certified to drive them.

The Profile reopening plan is slightly different than the SAU plan. Profile is working on how to continue to provide services for special education students who are unable to wear masks and be in cohorts. However, the special education students in the summer school program all cooperatively wore masks without a problem, with the exception of being outside. The staff is

on board with everyone wearing a mask inside the building unless eating or drinking. Some staff members are at-risk but want to come to school and those details of safety are being worked on. Plan to have some classes and lunch outside for now, weather-permitting. Students also won't be able to have cell phones in classes or wear baseball caps. Too much distraction and handling of phones and hats. Teachers are working to be entirely digital in classrooms so students who need to be out for health issues can seamlessly be remote.

Dismissal is being finalized with release at 1:20 pm. Seniors and Juniors will be freely dismissed. Middle school sports will start at 1:30 and end at 3. Then varsity sports will begin at 4 so there's a gap between students inside the building/locker rooms. Students who cannot get home at 1:20 will possibly be driven home. The goal is to get all students who aren't involved in middle school sports out of the building by 1:30. Adam Boyer asked about kids staying or programs for them but no. No one should be left in building except middle schoolers for sports. Teachers will remain until 2:30 pm for common planning time.

John Devlin asked about cleaning. The afternoon custodian will come in earlier. Profile also bought electrostatic cleaning instruments that surround the dirt and debris and suck it up. These are better than hydrostatic instruments which require wiping off of water.

The HVAC system is also being finalized. There are quotes to update the system to a pandemic mode setting where the school system is purged 2 hours before school begins and 2 hours again after school is closed. Profile now uses a MERV 8 filter and will upgrade to a MERV 13 filter. To run an air quality report would require that everyone be inside the building at the same time.

Profile will be offering VLACS for online learning in synch with the Profile scheduling.

CTE will be available but Principal Sheehan is still working on bussing schedules.

Alice Rocke asked if ACHS is still partnering for mental health assistance with Profile and Principal Sheehan said yes and the new SAP also has a social work degree which will also be a big help in addressing student needs.

**MOTION BY ALICE ROCKE, SECONDED BY TIM WENNRICH, TO APPROVE PROFILE REOPENING PLAN AS OF THIS MOMENT WITH THE UNDERSTANDING THAT WITH COVID AND THE FLUIDITY OF THE ONGOING SITUATION, THIS DOCUMENT MAY BE REVISED AS THE SCHOOL YEAR MOVES FORWARD. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

### **EXECUTIVE BOARD SUMMARY:**

Chair Koprowski recapped the last e-board meeting which was an all-board meeting. Bob Weir was voted to be the new Chairman and Owen Clark is the new Vice-chairman. The next meeting will probably start the discussion and organization of searching for a new superintendent.

### **POLICY COMMITTEE:**

Nothing new to report from Tim B and Adam. Chairman Koprowski recommended that any changes related to COVID will not be added to actual policies but instead added to the student handbook as temporary changes. This was recommended by our insurance company.

Alice Rocke asked if students participating in online learning (for example, VLACS) can still graduate as Profile students and yes, the state DOE will allow students to graduate with their schools and adequacy aid will still remain with the student's primary school.

**NEW BUSINESS:**

Chairman Koprowski addressed the issue of substitute nursing pay. It is currently set at \$100 per day and she is wondering if we should increase this to make it more competitive, especially in light of COVID. This would have to be addressed by the SAU executive board but she wants to get a feel from the Profile board of whether or not this is a good idea. For example, Littleton pays substitute nurses about \$210 per day. The board agreed and Bob Weir agreed. Kim Koprowski will do some research on the going rate for nursing substitutes.

Bob Weir asked if Kerry Sheehan has any good leads for a new Profile nurse. She does and is conducting interviews, calling references and doing background checks. She has had a few good-sounding candidates. Background checks don't take more than a couple days.

**OLD BUSINESS:**

John Devlin asked about possible funding for the retaining wall at Profile near the upper soccer field that needs replacing. John Devlin has someone interested in doing it and was quoted \$4,200 to \$4,500. Toni Butterfield explained that it wasn't budgeted for but John Devlin said the money can come out of the general reserve. Tim Wennrich asked about needing an RFP. Toni Butterfield said that if the amount is under \$5,000 then we don't need to post an RFP. We will plan to post the plan on the agenda for September's meeting and then go ahead with the job since it appears to be a safety issue. We can also block off the area if necessary until it is repaired.

Kim Koprowski asked if Principal Sheehan needs easy-ups or tents for outdoor learning. Principal Sheehan said they want to use the easy-ups for now so a more permanent plan can be made for longer-term outdoor learning and needs can be assessed.

**NON-PUBLIC SESSION PER RSA 91A:3 I, II:** none necessary

**MOTION BY TIM WENNRICH, SECONDED BY ALICE ROCKE, TO ADJOURN THE MEETING. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

**MEETING WAS ADJOURNED AT 6:30 PM.**

**NEXT PROFILE SCHOOL BOARD MEETING TO BE HELD ON THURSDAY, SEPTEMBER 17, 2020 AT 5:30 PM IN HYBRID FORMAT.**

Respectfully submitted,

Kim Koprowski, Profile School Board Chair

As Chair of the Profile Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12, section 3 pursuant to Executive Order 2020-04, section 8, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom for this electronic meeting. All members of the Profile Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: <https://us04web.zoom.us/j/78515796439?pwd=eHVCSFhzMVRRaXpOS3J2NG1pUT09> meeting ID: 785 1579 6439 and password: 6NE6iM

b) Providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the [www.profile.k12.nh.us](http://www.profile.k12.nh.us) and [www.sau35org](http://www.sau35org)

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please email Kerry Sheehan at [keshee@profile.k12.nh.us](mailto:keshee@profile.k12.nh.us)

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Kimberly Koprowski, Chair