

**PROFILE SCHOOL BOARD MEETING
PROFILE SCHOOL LIBRARY
691 PROFILE ROAD
BETHLEHEM, NH 03574**

**DATE: NOVEMBER 20, 2019
TIME: 5:30 PM**

BOARD MEETING MINUTES

PRESENT: Board Chair – Kim Koprowski, Tim Wennrich, Adam Boyer, April Hibberd; Principal Sheehan; Superintendent Couture, Business Manager Franklin

Community members: Energy committee members - David Van Houten, Jim Fitzpatrick

Student Representative: Iris Miller-White

CALL TO ORDER: Board Chair Kim Koprowski opened the meeting at 5:45 pm.

PUBLIC INPUT: None

STUDENT REPRESENTATIVE REPORT: Student council organized outdoor pep rally but it was cancelled. Will have one at Franconia skating rink for the entire community, December 6th. Respect is the overarching theme, lead by example, work on communication – student council does the announcements, student achievements: notice that the work students do does not go unnoticed, received free t-shirts to give away. Iris is a Sustainability Club member: spoke at Fridays for the Future, EASY actions to help live a more sustainable life. One presentation so far: use Bees Wax wraps instead of plastic, use bar soap instead of bottled soap is next presentation. Colonial Theater: trash talk, “Bag It” movie, helped facilitate conversation about sustainability.

APPROVAL OF MINUTES OF OCTOBER 17, 2019 MEETING

Discussion: Kim - One change, vote taken for bullying committee not in the minutes? Check in previous minutes. Where are the minutes? Principal Sheehan described where to find them on the website. Have to be available to the public within 5 days. Can still make changes at the next meeting so offer a draft version, which you can write directly on the copy provided. Tim checked- September minutes, motion regarding bullying is in the September minutes. Business Manager Franklin asked to change the following wording: *under energy committee – “appropriateness” or “appearance of impropriety” in place of “ethics/legality”.*

MOTION BY ADAM BOYER, SECONDED BY APRIL HIBBERD, TO APPROVE MEETING MINUTES FROM OCTOBER 17, 2019, WITH ONE WORDING CHANGE. ALL IN FAVOR, MOTION CARRIES.

OLD BUSINESS

ENERGY COMMITTEE: Jim Fitzpatrick and David Van Houten - contractors came through although snow storm impacted how many showed; end schedule remains the same recommend a proposal in December. Due December 2nd. Interviews will be by phone because companies coming from a distance. Maybe board can help with interview questions. There will be a sit down to discuss proposals. We would like one or two board members at the energy committee meetings. Kim and April get all the emails. John Devlin has not attended any meetings yet. Kim - Board attorney said can change point person from Rich to April, which is working well. Will need small committee to listen and go over information. Board decides on consultant. NEO has specialized software. Unsure how many bids we will get, most likely three.

Solar Consultant Approval: Proposals from NEO Virtus Engineering, Inc. and Plymouth Area Renewable Energy Initiative. Business Manager Franklin – concerned that Plymouth Area Renewable Energy has the appearance of assuming vs deciding if solar is best option. NEO Virtus provides specifically PV early stage due diligence services.

MOTION BY TIM WENNRICH, SECONDED BY ADAM BOYER, TO APPROVE NEO VIRTUS ENGINEERING, INC., FOR THE SOLAR CONSULTANT POSITION. ALL IN FAVOR, MOTION CARRIES.

Bids will arrive at the SAU and be sent to NEO Virtus Engineering, Inc. for review. Board will review and decide. Business Manager Franklin has numerous concerns about the process which was not managed by the SAU office at the board's direction. Outdated information was used to determine system specs, resulting in the wrong project being put out to bid. Exhibits were not included in the RFP, although the referenced electric bills were provided for that purpose in June on the same day on which it was requested. Those drafting the RFP were informed that the 15-minute data was not available in August on the same day on which it was requested. The referenced Exhibit current electricity agreement was not requested until after the RFP was distributed. Information about cost savings was in the newspaper yet do not know where that information came from. Advised against choosing a vendor at this time. Use work with NEO Virtus to learn about options and learn from the mistakes of this process, then go out to bid with correct specs after a warrant article passes at March meeting. This will better position the board to answer questions at the March meeting.

Discussion ensued – David Van Houten - the word approximate used three times in the first few paragraphs of the RFP. Business Manager Franklin read emails exchanged by committee members that raise the question of whether the system in the RFP was correct. Kim stopped the discussion and requested to move past the discussion and wait for NEO to provide their input. Asked if April interested in meeting with NEO (John, April and Kim) – it will be an added expense.

Tim provided a CCT update – looking at map created with Bill Church, wordsmithing the vision to show faculty, students and board. Bill recommended a high performing school workshop. Principal Sheehan will work some of the high performance school inventory into the NEASC staff development day on December 11th. Will invite parents to a lunch with teachers. All will complete the survey then synthesize the information. Five levels to the survey. Principal Sheehan went on to explain the surveys in more detail. Can the board approve lunch or Principal Sheehan? Superintendent Couture: Principal Sheehan should have money in the budget.

Adam Boyer: Oyster River has business names all over their score board. NHIAA said it is not their policy. We should look at our policy. The board can rewrite the policy. Discussion ensued.

BUSINESS MANAGER'S REPORT & DISCUSSION

Business Manager Franklin reviewed the financials and related data.

SAU budget hearing was on Monday. Split in two parts: pass through part, offset revenue and Core Budget: funded with revenue other than what we collect with pass through services. For every expense there is an off-set expense. Core down \$3840. District shares will increase approximately \$4000.

Profile: \$987 increase. Questions - "SAU" nurse? – Lisbon's nurse is an SAU employee but 100% of the cost is passed along to Lisbon. Very difficult to change the position to Lisbon per the attorneys.

Homeless Coordinator: 2-parts, supplies from SAU budget and schools pay salary with grant money. This person will be an SAU employee otherwise would be employed by all 5 districts with 5 W-2's.

Discussion ensued. This position works with principals to identify students and get them the services they need. Mary Coleman is in this role. Principal Sheehan explained to board some of the supports schools provide to assist homeless families.

Town of Bethlehem \$1.1 million in Adequacy Aid. Profile portion approximately: \$508,000.

Tuition Rate: Lisbon set their tuition rate. Profile tends to use the same rate.

Middle School rate: \$15,812.00 and High School rate: \$16,832.00

MOTION BY APRIL HIBBERD, SECONDED BY ADAM BOYER, TO SET THE TUITION RATES FOR 2021 AT \$15,812.00 FOR MIDDLE SCHOOL AND \$16,832.00 FOR HIGH SCHOOL. ALL IN FAVOR, MOTION CARRIES.

Profile High School Ski Team Training Agreement: Franconia Ski Club contract - \$8360.00

MOTION BY TIM WENNRICH, SECONDED BY ADAM BOYER, TO ENTER INTO AN AGREEMENT WITH THE FRANCONIA SKI CLUB FOR THE GIRLS AND BOYS PROFILE HIGH SCHOOL SKI TEAMS. ALL IN FAVOR, MOTION CARRIES.

WMSI Stem Program Service Agreement: Discussion to explain program by Principal Sheehan.

MOTION BY TIM WENNRICH, SECONDED BY APRIL HIBBERD, TO ACCEPT THE SERVICE AGREEMENT FOR THE WMSI STEM PROGRAM. ALL IN FAVOR, MOTION CARRIES.

General Information: none

SUPERINTENDENT'S REPORT

Superintendent Couture reviewed the following and related data.

Student Assistant Program (SAP) Coordinator Nomination: Charlie-Mae Johnson

Discussion ensued. The resume has a lot on it for a short period of time. It appears she has figured out what she wants to do based on the interview. What is her philosophy based on where she has been? She wants to be in the classroom, versed on Choose Love and SEL. Understands the importance of SEL even though SAP has historically been for drug and alcohol concerns.

MOTION BY TIM WENNRICH, SECONDED BY APRIL HIBBERD, TO NOMINATE CHARLIE-MAE JOHNSON FOR THE SAP POSITION. ALL IN FAVOR, MOTION CARRIES.

Suicide Prevention: Discussed training to be provided by School Psychologist Emily Russell who went to a trainer program. She will train the guidance counselors, who will be able to assist her to do the trainings for the SAU. Mandatory 2-hour training for all staff and contracted services (cafeteria, bus drivers, etc.).

Budget Approval Process: Process is complete; Principal Sheehan has done a great job this year. Will be reviewed electronically before the December meeting. Ask questions ahead of time or at the meeting. January meeting is when the budget has to be approved for the February budget hearing.

Budget Hearing & Annual Meeting Dates: Gabbie has set-up the dates for the District Hearings and Annual Meetings. Superintendent Couture handed out the schedule. The full SAU board meeting is Tuesday, December 3rd, at 5:30 pm, at the AHEAD Conference Room in the SAU building. The 2020-2021 calendar will be approved. Jennifer Watson will provide an update on her position.

Educational Support Professional Job Description for 1st Reading: Briefly explained by Principal Sheehan.

MOTION BY ADAM BOYER, SECONDED BY KIM KOPROWSKI, TO ACCEPT THE FIRST READING OF THE EDUCATIONAL SUPPORT PROFESSIONAL JOB DESCRIPTION. ALL IN FAVOR WITH THE EXCEPTION OF APRIL HIBBERD, WHO ABSTAINED, MOTION CARRIES.

General Information: none

PRINCIPAL'S REPORT

Principal Sheehan reviewed Principal's Report and related data. Discussion ensued.

Profile Education Advisory Committee: briefly described by Principal Sheehan. Would like 2 school board members to assist with this committee. Dr. Alice Rocke and John Devlin recommended by board.

Kinsman Scholarship Fund Trust: Mr. Roderick Glover would like to create this scholarship in memory of Emma, Wilfred, Roderick and Margaret Glover in the amount of \$1000.00. He has sent a check for \$15,000. Required to have a public hearing to inform the public about the gift. Within the board meeting, the board will vote to accept the funds.

POLICY COMMITTEE

Principal Sheehan: Dr. Rocke has mentioned she'd like to see the Policy section of the webpage become more user friendly. Some policies have been updated. April questioned how to follow through and when to follow through on an issue. One of the policy changes will help to answer this question.

NEW BUSINESS

None

NON-PUBLIC SESSION PER RSA 91A:3 I, II (If Needed)

MOTION BY ADAM BOYER, SECONDED BY APRIL HIBBERD, TO MOVE INTO NON-PUBLIC SESSION AT 7:10 PM. ROLE CALL ENSUED.

Business Manager Franklin – Expressed concerns related to the solar project and felt the board should be aware and proceed with caution.

Negotiations: Tim Wennrich started the discussion regarding how staff negotiations are progressing, including salary and health insurance. Full board discussion ensued. Adam and Tim will continue with negotiations.

Discussed Superintendent Evaluation and board membership.

THE BOARD CAME OUT OF NON-PUBLIC SESSION AT 7:56 PM WITH A ROLE CALL.

ADJOURNMENT

MOTION BY TIM WENNRICH, SECONDED BY APRIL HIBBERD, TO ADJOURN AT 7:58 PM. ALL IN FAVOR, MOTION CARRIES.

Next board meeting will be held **Thursday, December 19th, 2019** at 5:30 PM.

Respectfully submitted,

Michele Giarrocco
Board Clerk