

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

**DATE: July 24, 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

PRESENT REMOTELY: Interim Superintendent Tari Thomas, 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**

**STUDENT REPRESENTATIVE REPORT: none**

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

Discussion - correct date of "next meeting" from July 16, 2020 to July 24, 2020

**MOTION BY TIM WENNRICH, SECONDED BY ADAM BOYER, TO APPROVE MEETING MINUTES, FROM JUNE 18, 2020, WITH ONE AMENDMENT. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - NOT PRESENT YET, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. 6/7 IN FAVOR, MOTION CARRIES.**

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

Audit Engagement Letter: There is an Audit Engagement Letter which allows the accountants/ auditors to provide services for the SAU and each school.

**MOTION BY ADAM BOYER, SECONDED BY JOHN DEVLIN TO ACCEPT THE AUDIT ENGAGEMENT LETTER AND HAVE CHAIRMAN KOPROWSKI SIGN. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

General Information: Chairman Koprowski will plan to meet Business Manager Butterfield at the SAU offices at 9:30 am tomorrow morning (July 25, 2020) to sign and also hand over some attorney bills.

Business Manager Butterfield said she is getting used to her new position and has had a lot of support from Gabbie as well as the office staff who take care of bills and payroll. She plans to have a finance report for next month's meeting.

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

Science Teacher Nomination: Gabe Boisseau, Bethlehem - resume reviewed, Gabe is also certified as a First Responder Wilderness teacher and may use some of those skills at Profile. Principal Sheehan also mentioned that Alyssa Presby, Profile's nurse, needs to recertify in CPR/ First Aid and Gabe may also have these certifications.

Special Education Teacher Nomination: Fiona Treanor, NYC and Bath - resume reviewed, her family built a house in Bath and are relocating to this area after her working in NYC.

Student Assistance Program Nomination: Padric Foran, Boston and local, resume reviewed, he has a lot of great qualifications including a Master's degree in social work. He will work in the areas of drug and alcohol education, trauma response and mental health care.

**MOTION BY ADAM BOYER, SECONDED BY TIM WENNRICH TO ACCEPT THE FULL SLATE OF 3 NEW HIRES FOR SCIENCE, SPECIAL EDUCATION AND SAP. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

General Information: Superintendent Thomas provided the board with her opening entry plans and expressed her interest in getting to know all stakeholders from building principals to local town officials. She has begun interviewing some stakeholders and is impressed with the district.

The biggest step and challenge now is the school district reopening plan. Governor Sununu announced a reopening plan on July 14 that wasn't very specific so Superintendent Thomas is working with the individual schools to come up with plans that are suited to each school. Some plans will be the same for all schools and some different. There is a lot of careful thought being given to the whole reopening plan in regards to transportation, meal planning, cleaning, communication, educational programming and developing remote, hybrid and online learning plans. The plans have to be nimble in order to reflect the possible changing scenarios of COVID. Principal Sheehan has already set up a committee to discuss Profile's reopening and everyone Superintendent Thomas has met has a "can-do" attitude and is positive. The hope is to have a plan in place for approval in early to mid-August.

The board members welcomed Superintendent Thomas to the SAU and Profile.

### **PRINCIPAL'S REPORT:**

Suicide Prevention Policy, Second Reading:

Principal Sheehan pointed out that this policy became a requirement in NH by law (RSA) but is a great idea for all schools to have regardless. It was written by SAU Student Services Provider Jenny Watson and School Psychologist Emily Russell, who is also qualified to do the trainings required annually. Dr. Rocke asked if all staff, including coaches, were required to do the training and if it was consistent and Principal Sheehan said yes, that all staff from custodial to cafe workers to bus drivers and building staff will receive the 2 hour training and with one person administering it (Emily Russell), it will be consistent throughout the SAU.

**MOTION BY TIM WENNRICH, SECONDED BY DR. ALICE ROCKE TO APPROVE THE SECOND READING OF THE SUICIDE PREVENTION POLICY. ROLL CALL ENSUED:**

**WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

Acceptable Use Policy, Second Reading:

This policy is in regards to both the appropriate student use of the internet as well their appropriate care of the borrowed laptop devices. Dr. Rocke asked for clarity about senior students getting to keep their devices at the end of their Profile career. Principal Sheehan said that applies only to students who have kept their device in good standing throughout their entire time at Profile.

**MOTION BY DR. ALICE ROCKE, SECONDED BY ADAM BOYER TO APPROVE THE SECOND READING OF THE ACCEPTABLE USE POLICY. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

Technology Capitol Reserve, CAD Request for up to \$6,000:

Principal Sheehan explained that the technology for the computers in the CAD room is already out-of-date and needs to be replaced. Adam asked if 15 devices is enough and Principal Sheehan said yes. The funds need to come from the technology reserve fund and the rest of the funds already approved previously will come out of the general capital reserve fund. Tim Burger asked how much there is in the general capital reserve fund and Principal Sheehan looked it up - \$72,822.

**MOTION BY ADAM BOYER, SECONDED BY JOHN DEVLIN TO APPROVE \$6000 FOR FIFTEEN 3640 TOWERS FOR THE AUTO CAD PROGRAM FROM THE TECHNOLOGY RESERVE FUND. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

Protocols for Summer 2020 ESY (extended school year):

Principal Sheehan shared the ESY letter sent to parents earlier this summer with summer school guidelines. They have been working out any kinks and this system will also help guide the reopening plan. Students stay in groups in one area or outside and took "mask breaks" outside, brought their own snacks and water bottles, etc.

General Information:

Principal Sheehan discussed COVID screening protocols for students and visitors (very limited) to Profile. There is a form she shared with us and is now requiring student's parents to fill out before entering Profile. They also have to sanitize and take their temperatures. A new line on the screening form will account for symptoms from seasonal allergies versus disease.

Principal Sheehan has shifted the current role of the Profile Advisory Team to a Reopening Committee, including many different stakeholders - parents, teaching staff, paraprofessionals, administration, board members, counselors, SAP, nurse, etc. The primary goal of this committee will be to keep all members of Profile safe - school staff and students, to maintain the quality of education and to develop contingency plans if needed. Principal Sheehan and the Profile counselors will plan a 2-day think tank to further discuss. She also shared a brief survey document regarding parent's prospective plans for education that she sent to families today. Principal Sheehan spent time meeting online with Primex (insurance company) today and they are making several recommendations - that parents fill out the COVID exposure and

temperature forms at home before coming into school, that no one is allowed to use or enter Profile other than staff and students and that school policies not be written around COVID but instead embed any changes temporarily within the policies. Also, the COVID exposure forms will have to be kept private due to FERPA regulations.

Principal Sheehan said the North Country Principals met and all agreed that they wanted to open up after the Labor Day weekend. That way, students can complete orientations (freshmen, new students, 7th graders, etc) the week before and staff can be in the building practicing correct COVID protocols. The plan may also be to have parents fill in the COVID exposure and temperature forms every morning of the first week or two and then decisions can be made before a student gets to school regarding temperatures, etc. After a week or 2, the parents may be able to check in with the forms less frequently. Adam asked if the school year needed to be extended to help out and Principal Sheehan said no, that Profile's scheduled days are long enough that we have enough educational time to end by May 12.

Principal Sheehan also discussed the NHIAA fall sports schedules and modifications thus far. Cross Country Running is considered a low-risk sport in terms of COVID and soccer is considered medium-risk. There was talk of less contact and no throw-ins for soccer but those will still continue. The NHIAA website has more information regarding fall sports. It is recommended that during practices, locker rooms are closed and student athletes keep their own equipment separate from others. There will be limits on having subs in the game and no pre- or post-ceremony events - i.e. no hand shaking. Mouth guards will be waived this year and spectators will need to be 10 feet from the field using social distancing requirements. Ruth asked if we will be playing teams within our division and Principal Sheehan said maybe a few but most of the teams we will play will be north of the notch, with the exception of Lin-Wood.

Tim B asked if all students/families have internet access and Principal Sheehan said yes and that staff will help ascertain that so everyone has access. Dr. Rocke asked about the possibility of using different school entrances and Principal Sheehan said that is something that has been discussed - staggered entries at different sites with staff to monitor. Students will have to maintain social distancing, not congregate, wear masks, sanitize and go directly to their classrooms. John asked if teachers will be responsible for remote learning students and Principal Sheehan said yes, that they will be and that the school may also utilize VLACS. Profile will be able to maintain its adequacy aid and still use VLACS as a supplementary program. Ruth asked when teachers will have time to clean desks if they are supposed to be preparing for their next class. Principal Sheehan said that scheduling will have to be thought about carefully to accommodate for that. Dr. Rocke asked if there will be any general adjustments to the building for this year and Principal Sheehan said the staff is trying to calculate the number of desks needed per classroom, plexiglass will be added in the main office area and the nurse will have PPE for herself if asked to treat a sick student. Ruth asked if the junior high students could stay within classrooms and have the teachers move. Principal Sheehan said that could be challenging and teachers would be more likely to be exposed to germs and would have to have carts to carry their teaching materials from room to room.

Principal Sheehan announced that they have an online enrollment license now with PowerSchool to accommodate 350 students (we will share with Lyman since we don't have that many students and they have few). This will also help force parents reluctant to use PowerSchool to become acquainted with the system. Principal Sheehan also brought up Driver's Education classes. The instructor will plan to teach the classes online but wants the board's permission to still be able to use the Profile Driver's Education car with no more than 2 students at a time and sanitize between driving lessons.

**MOTION BY DR. ROCKE, SECONDED BY ADAM BOYER TO APPROVE THE PROFILE DRIVER'S EDUCATION VEHICLE FOR DRIVING LESSONS WITH PROPER SANITATION. 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 welcomed Interim Superintendent Thomas again and reminded the board of the "all-board" meeting on Thursday, July 30, 2020 at 5:30 pm. That meeting will only be online using zoom.

**POLICY COMMITTEE:**

Nothing new to report from Tim B and Adam. Chairman Koprowski recommended that they start with polishing policies relating to Profile's graduation process and requirements.

**NEW BUSINESS:**

With the recent retirement of Lisa Peckett, who had worked at Profile for 25 years, Kim would like to get a card to sign for the next meeting.

**OLD BUSINESS:**

There isn't much to update on the solar project - the contractors came and walked the property and will still have to go through the Bethlehem Planning Board before the project can begin. A lot line adjustment may also have to occur. Chairman Koprowski mentioned receiving bills from Attorney Bennett in regards to the case with the NH State Board. She will submit those bills to the business manager for a total amount of \$7,920.

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

**ADJOURNMENT:**

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

**THE MEETING WAS ADJOURNED AT 6:33 PM.**

**AFTER DISCUSSION WITH PRINCIPAL SHEEHAN REGARDING A PROFILE START DATE, THE BOARD RE-OPENED THE MEETING.**

**CALL TO ORDER:**

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

**THE BOARD RECONVENED AT 6:35 PM.**

**MOTION BY TIM WENNRICH, SECONDED BY JOHN DEVLIN TO APPROVE PROFILE'S OPENING SCHOOL DATE AS TUESDAY, SEPTEMBER 8, 2020. ROLL CALL ENSUED: WENNRICH - AYE, DEVLIN - AYE, BOYER - AYE, ROCKE - AYE, BURGER - AYE, HEINTZ - AYE, KOPROWSKI - AYE. ALL IN FAVOR, MOTION CARRIES.**

**ADJOURNMENT:**

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

**MEETING ADJOURNED AT 6:39 PM.**

Next board meeting will be held **THURSDAY, AUGUST 20, 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