

**PROFILE SCHOOL BOARD MEETING
ELECTRONICALLY HELD MEETING
691 PROFILE ROAD
BETHLEHEM, NH 03574**

**DATE: MAY 21, 2020
TIME: 5:30 PM**

BOARD MEETING MINUTES

ELECTRONICALLY HELD MEETING: see below under Call to Order

PRESENT REMOTELY: Board Chair – Kim Koprowski, Adam Boyer, John Devlin, April Hibberd, Dr. Alice Rocke, Tim Wennrich; Principal Sheehan; Business Manager Franklin

Community members: Toni Butterfield - she is a community member and the new SAU Business Manager starting 2020-2021.

Student Representatives: none

CALL TO ORDER: Board Chair Kim Koprowski opened the emergency meeting at 5:46 pm. Board Chair Koprowski reminded the board of the State of Emergency Checklist. The document lists the electronic platform used to hold the meeting as well as other pertinent data. The document is located on the last page of the minutes.

Roll call ensued with no report of additional people in the room where each Zoom meeting is taking place.

BOYER - AYE, DEVLIN - AYE, HIBBERD – AYE, ROCKE – AYE, WENNRICH - AYE, KOPROWSKI – AYE

PUBLIC INPUT: none

STUDENT REPRESENTATIVE REPORT: none

APPROVAL OF MINUTES OF APRIL 16, 2020 MEETING

Discussion: Business Manager Franklin made the following amendments in the Business Manager's Report section: Aflac should be athletic and calculator tool should be Paid Lunch Equity calculator, which indicates lunch prices are required to be increased by a minimum of 10 cents or the district must make up the difference by increasing its subsidy. Amendments will be made to April 16, 2020 minutes.

MOTION BY TIM WENNRICH, SECONDED BY ADAM BOYER, TO APPROVE MEETING MINUTES, FROM APRIL 16, 2020, WITH AMENDMENTS.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, DEVLIN – AYE, HIBBERD – AYE WENNRICH - AYE, KOPROWSKI – AYE.

ALL IN FAVOR, MOTION CARRIES.

BUSINESS MANAGER'S REPORT & DISCUSSION

Business Manager Franklin reviewed the financials and related data.

Electricity RFP: All districts are up in January. Recommend we bid all 5 districts together for a better price.

Oil Bid 20-21 School Year: Recommend staying with Irving Oil at \$1.59575/gallon. District staff can get 10 cents off per gallon again this year.

MOTION BY JOHN DEVLIN, SECONDED BY ALICE ROCKE, TO ACCEPT THE OIL BID FROM IRVING OIL FOR 25,000 GALLONS AT \$ 1.59575 PER GALLON, INCLUSIVE OF L.U.S.T.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES.

Food Service Contract: Fresh Picks Café LLC for projected annual cost of \$119,234.00.

MOTION BY TIM WENNRICH, SECONDED BY ADAM BOYER, TO APPROVE THE FOOD SERVICE CONTRACT WITH FRESH PICKS CAFÉ LLC FOR THE 2020-2021 SCHOOL YEAR AT A PROJECTED ANNUAL COST OF \$119,234.00 AND AUTHORIZE KIM TO SIGN THE CONTRACT.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES.

Bus Lease Renewal: Extend one more year.

MOTION BY APRIL HIBBERD, SECONDED BY JOHN DEVLIN, TO EXECUTE THE BUS LEASE RENEWAL FOR ONE YEAR WITH WCC LEASING LLC FOR \$8388.00.

**ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE.
ALL IN FAVOR, MOTION CARRIES.**

General Information: Need signatures on check manifests. They are at the school. Kim - There are four signatures currently so just need to bring to the SAU office. Toni Butterfield is going to be the new Business Manager. She is here tonight.

SUPERINTENDENT'S REPORT

Business Manager Franklin reviewed the following and related data for Superintendent Couture.

D.O.E Over expenditure Application Approval: In case we can not hold the Annual meeting in June, allows us to spend at the current budget.

MOTION BY TIM WENNRICH, SECONDED BY ALICE ROCKE, TO APPLY FOR THE D.O.E. OVER EXPENDITURE APPLICATION.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES.

General Assurance Form for Federal Programs: General Assurances related to Federal Funds was discussed at the meeting. The board chair initialed and signed the documents.

Facilities Director Appointment: Mike Charron accepted the position to replace Paul Lehmann.

MOTION BY JOHN DEVLIN, SECONDED BY APRIL HIBBERD, TO ACCEPT THE APPOINTMENT OF MIKE CHARRON AS NEW FACILITIES DIRECTOR.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES

Support Staff Appointments for 20-21 School Year: Slate of support staff to approve. If there are concerns, we need to go into non-public. Alice asked if Kerry has seen and approved the list. Kerry – yes.

MOTION BY TIM WENNRICH, SECONDED BY ADAM BOYER, TO ACCEPT THE SUPPORT STAFF APPOINTMENTS FOR THE 20-21 SCHOOL YEAR.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES

Social Studies Teacher Nomination: Tine Brown

MOTION BY APRIL HIBBERD, SECONDED BY ADAM BOYER, TO ACCEPT THE NOMINATION OF TINE BROWN FOR THE HIGH SCHOOL SOCIAL STUDIES TEACHER POSITION.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES

NCES Membership: Recommend we renew the membership. It was \$3327.00 last year.

MOTION BY APRIL HIBBERD, SECONDED BY ALICE ROCKE, TO AGREE TO THE RENEWAL OF THE NCES MEMBERSHIP FOR THE 2020-2021 SCHOOL YEAR.

ROLE CALL ENSUED: BOYER - AYE, ROCKE - AYE, WENNRICH – AYE, DEVLIN – AYE, HIBBERD – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES

General Information: Last day of classes is May 29th. The last day for students is June 5th and teachers is June 10th. Survey for parents to gather information related to remote learning. Still unsure what the beginning of the school year will look like – remote, face-to-face or hybrid. Admin team attends meetings where this is discussed. Lots of resources, guidance, and support. Re-Opening Task Force should have information ready by the end of June. CARES Act funding – allows us to cover expenses until 2021. North Country Superintendents are working with WW Berry bus company to determine if we can get a refund or credit. We should think about taking the credit. We may need more bus runs depending on how the schools will re-open. Annual meeting is scheduled for June 11th at 7 pm. Adam has masks and Pierre will ask if the state has masks. There may be a lot of discussion, so a remote meeting is not feasible. Adam dropped off 200 masks.

PRINCIPAL'S REPORT

Principal Sheehan reviewed the Principal's Report and related data. Trying to end the year strong. Parent survey will go out Wednesday. Asked all staff to send a reflection by May 29th. Asked English teachers to have students write a reflection on remote learning, too. Forming a mini-task force to discuss each option – face-to-face, remote or hybrid. NEA will work closely with us. Huge opportunity to redesign. Annual Meeting – secured an FM transmitter, linked to microphone, and will transmit to car radio (need to choose a radio station). Parking lot – school board vote will occur in parking lot. Difficult to do in the building because can only have 10 people together. Will need a tech person in each room to assist with communication. If we have everything outside, we can make it work unless we have a secret ballot. Once Annual meeting discussion happens outside, plan for inside if it rains. Will need signage, volunteers, etc. Spoke with DOE today regarding graduation. They may also have guidance

about Annual Meeting. Business Manager Franklin – someone could claim to be disenfranchised for many reasons, whether face-to-face or remote. Need votes to be bulletproof so we are not justifying what happened at the meeting. Principal Sheehan - if a warrant article, people need to provide a video a week before the meeting. Solar group – will ask them to give a presentation. Absentee ballot – on front page of Profile website. Alice – question about summer school – you stated it will not be effective if remote? Principal Sheehan – yes but we will see how parents feel (for special education students). We are planning for both special ed and regular ed summer school. Toni Butterfield - asked how we are letting people know the Annual Meeting vote is in the parking lot. Principal Sheehan - was told they do not have to let anyone know but it was prudent to put in the newspaper a week ahead. Will allow people to know what is going to happen. Toni - will send notice to parents.

General Information: none

EXECUTIVE BOARD SUMMARY: Kim - Met twice since appeal meeting. Accepted Pierre's resignation. Posting for interim superintendent so have a year to look for a superintendent. 12 applicants – agreed on 5, posting removed. 4 scheduled interviews out of the 5.

POLICY COMMITTEE: none

NEW BUSINESS:

Annual Meeting Discussion: discussed in Principal's Report section.

Scholarships for Graduates: Kim - A community member asked about scholarships. Principal Sheehan – difficult decision related to awards/scholarships. If we cannot do all the awards at once, we will not do any awards. Unanimous decision to do none. Instead, in their graduation bag, awards and scholarships. Flash drive with Senior Slide Show and “Award Show” – teachers will talk about who is getting the award / scholarship. Teachers will also write individual notes for graduation bags.

April brought \$500 for a scholarship she would like to start. The Ricky Southworth Memorial Scholarship Fund.

**MOTION BY TIM WENNRICH, SECONDED BY KIM KOPROWSKI, TO ACCEPT \$500 FOR THE RICKY SOUTHWORTH MEMORIAL SCHOLARSHIP FUND FROM APRIL HIBBERD.
ROLL CALL ENSUED: DEVLIN – AYE, HIBBERD – ABSTAIN, WENNRICH – AYE, ROCKE – AYE, BOYER – AYE, KOPROWSKI – AYE. VOTE PASSES.**

OLD BUSINESS: Alice - Fixing stone wall? Was it finished? John Devlin - It has been put on hold.

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

Not needed

ADJOURNMENT

**MOTION BY ALICE ROCKE, SECONDED BY ADAM BOYER, TO ADJOURN AT 6:41 PM.
ROLL CALL ENSUED: DEVLIN – AYE, HIBBERD – AYE, WENNRICH – AYE, ROCKE – AYE, BOYER – AYE, KOPROWSKI – AYE. ALL IN FAVOR, MOTION CARRIES.**

Next board meeting will be held **JUNE 18, 2020 at 5:30 PM**, before the Annual Meeting at 7:00 PM.

Respectfully submitted,

Michele Giarrocco
Board Clerk

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Profile School 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 pursuant to Executive Order 2020-04, 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. ¹

All members of the 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/73394158809?pwd=TDJQUk5N1zQU4xamxDdzVlbmgwQT09>

Meeting ID: 733 9415 8809 Password: 2CgEBM

- 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 physically as posted outside the SAU #35 office door and on the websites of Profile School and SAU #35 at: www.profile.k12.nh.us and www.sau35org
- c. Providing a mechanism for the public to alert the public during the meeting if there are problems with access: If anybody has a problem, please email Kerry Sheehan at 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.

¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.