

PROFILE SCHOOL BOARD MINUTES  
NOVEMBER 15, 2018

PRESENT: Board Chair – Kim Shillieto; Board members – Tim Wennrich, Rich Larcom, Dr. Rocke, Rick Christoffersen; Principal Jellison; Superintendent Couture, Business Manager Kristin Franklin

Board Chair Shillieto opened the meeting at 5:30 pm.

**PUBLIC INPUT**

None

**STUDENT REPRESENTATIVE**

Students Tom Oliver, Gabe Jacobs and Anabel Boyer shared information on how the Student Council is trying to improve school climate. Pep rallies are being organized for each sport season to support teams and encourage attendance at games. A pep rally for Homecoming was held. A bonfire to celebrate winter sports was cancelled due to inclement weather and an inside pep rally is scheduled to replace it. The three representatives explained the structure of the Student Council. The council meets every other week. There are two representatives from each grade. They are chosen through an application process which the student council advisors select. Maintaining good relations between staff, administration and parents are important to the council.

**APPROVAL OF MINUTES OF OCTOBER 18, 2018**

**MOTION BY RICK CHRISTOFFERSEN AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO APPROVE THE MINUTES OF OCTOBER 18, 2018. ALL IN FAVOR, MOTION CARRIED.**

**SUPERINTENDENT'S REPORT**

Superintendent Couture presented the Board with a sabbatical leave proposal from Kevin McShane. As long as he meets the eligibility requirements, the District will: pay one-half salary during the time of study; pay for a substitute teacher during the time of the sabbatical; pay for all benefits of the teacher on sabbatical leave. If leave is granted, Mr. McShane will sign a three year contract upon his return. Both Mr. Jellison and Mr. Couture recommend the approval of the sabbatical proposal.

**MOTION BY RICH LARCOM AND SECONDED BY DR. ROCKE THE BOARD MOVED TO APPROVE KEVIN MCSHANE'S SABBATICAL LEAVE PROPOSAL. ALL IN FAVOR, MOTION CARRIED.**

Superintendent Couture recommended Shawna Murphy for Office Manager beginning the 2019-2020 school year. Ms. Murphy is currently serving the roll as administrative assistant.

**MOTION BY DR. ROCKE AND SECONDED BY RICH LARCOM THE BOARD MOVED TO APPROVE THE APPOINTMENT OF SHAWNA MURPHY AS OFFICE MANAGER BEGINNING THE 2019-2020 SCHOOL YEAR. ALL IN FAVOR, MOTION CARRIED.**

Superintendent Couture announced that the full board meeting will be held on December 5, 2018. On the agenda for approval is the SAU budget and 2019-2020 school calendar. The SAU will be creating a position for Student Service Coordinator. In regards to next year's school calendar, it is the recommendation of the state to start school after Labor Day. The executive board likes the way our calendar is set and believe the choice should be done at the local level. Therefore, school will start before Labor Day.

**SUPERINTENDENT'S REPORT (CONT.)**

**MOTION BY TIM WENNRICH AND SECONDED BY RICK CHRISTOFFERSEN THE BOARD MOVED TO APPROVE STUDENT ASSISTANCE PROGRAM COUNSELOR AND OFFICE MANAGER JOB DESCRIPTIONS FOR SECOND READING. ALL IN FAVOR, MOTION CARRIED.**

Superintendent Couture reported that he had spoken with the attorney about the open campus request. The attorney referred him to the insurance provider. Primex discouraged honoring the request as it is a high risk activity. It doesn't matter if there is parent permission and students sign out. The school is responsible for students from the beginning of the school day until the end of the school day. The Internship program is different. The program has a purpose and there is less likely of having something happen. If the board chooses to honor the open campus request, the insurance rate would not be affected. Per a principal survey, schools are trending to get away from open campus privileges. The advice of the attorney and Primex was to have one student per vehicle. The Board discussed doing an annual renewal of the open campus privilege and the new senior class needs to apply each year. As road conditions are a concern during the winter months, it was discussed to have open campus first and fourth quarters.

**MOTION BY TIM WENNRICH AND SECONDED BY RICH LARCOM THE BOARD MOVED TO APPROVE A YEARLY RENEWAL OF THE OPEN CAMPUS PRIVILEGE AFTER FEBRUARY BREAK, ALLOW ONE STUDENT PER VEHICLE AND AN EXPIRATION DATE THE LAST DAY OF SCHOOL. ALL IN FAVOR, MOTION CARRIED.**

Superintendent Couture informed Board members about the new data security law in NH. The law is to protect the privacy of students and employees. A concern is how secure is the network? A committee with representatives from each building has been formed to begin the work which is a huge task. Bedford School District is being looked at as a template. SAU #35 will devise a security plan and also come up with an emergency response plan if security is breached. The school board will need a policy that is aligned with the law. That policy is required by law to be put into practice by June 2019.

Superintendent Couture distributed the master schedule with class numbers. AP class participation is down. There is only so much that can be offered to students for courses. The schedule shows that enrollment is down in some classes. The board discussed some ideas of how to manage the schedule such as teachers obtaining dual certification and sharing teachers with other schools.

**OLD BUSINESS**

Rick Christoffersen reported that the Culture and Climate Committee met last month and it was well attended. They discussed what their goals are. The committee wants to work toward a cohesive, collaborative environment. Survey results will be released to the committee with no personal comments. A Phase I committee meeting is set for December 6, 2018. An informational letter will be released to the public by the Board. The Culture and Climate Committee will provide updates on Profile's website.

**PRINCIPAL'S REPORT**

Principal Jellison announced that the Dominican Republic trip scheduled for February has been cancelled. The reason being is that paperwork was not returned in a timely manner and there was not enough interest. The trip to Wales is happening in April.

Principal Jellison told the Board that the school has received a written report from the NH Department of Education indicating the special education department is in compliance with federal and state regulations.

**PRINCIPAL'S REPORT (CONT.)**

Credit was given to Nancy Bartlett and the special education team for all their efforts. Rick Christoffersen asked if there could be a written procedure and an internal audit so that the department doesn't slip back and need another external audit.

Two quotes were received for snow removal, Presby and Dirtworks.

**MOTION BY RICH LARCOM AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO APPROVE THE SNOW REMOVAL BID BY DIRTWORKS. ALL IN FAVOR, MOTION CARRIED.**

Principal Jellison reported that the guidance department held a presentation for students called "Seeing through the Smoke". The presenter touched upon the different substance abuses and how they affect brain development. The presenter was energetic and engaged students. The same presentation was held at night for parents that was well attended.

Upcoming events are the holiday concert on December 13, 2018 at 6pm and the musical "The Little Mermaid" in March at Lafayette Regional School.

**POLICY COMMITTEE**

There were no new policies for review.

**MOTION BY DR. ROCKE AND SECONDED BY RICH LARCOM THE BOARD MOVED TO ACCEPT THE FOLLOWING POLICIES FOR SECOND READING: ADB/GBEC – DRUG FREE WORKPLACE/SCHOOL, EBCA – CRISIS PREVENTION & EMERGENCY RESPONSE PLANS, ADB/GBED/JICG – TOBACCO PRODUCTS BAN USE & POSSESSION & ON SCHOOL FACILITIES & GROUNDS, EHB - DATA/RECORDS RETENTION, EHB-R – LOCAL RECORDS RETENTION SCHEDULE**

**BUSINESS MANAGER'S REPORT & DISCUSSION**

Business Manager Franklin circulated manifests and distributed Financial Reports for the Board's review and approval. The current projected year-end unassigned fund balance is \$139,000.

Business Manager Franklin distributed a draft copy of the proposed 2019-2020 budget. She noted that: salary increases are contractual, there are no anticipated out of district placements at this time and there is an increase of 2.1% for health insurance and 3.1% for dental insurance. Fuel oil was budgeted at a high of \$3.00 for 19,000 gallons. Included in the budget are replacement of score boards and the school sign out front of the building. A separate warrant article is needed to extend the current bus lease by three months which brings into 2021. The SAU budget will be confirmed at the upcoming executive board meeting.

Business Manager Franklin presented the Board with a proposed contract from Casella Waste Management. There is an increase of \$27.77 a month.

**MOTION BY TIM WENNRICH AND SECONDED BY RICH LARCOM THE BOARD MOVED TO ENTER INTO A CONTRACT WITH CASELLA WASTE MANAGEMENT AND AUTHORIZED KIM SHILLIETO TO SIGN ON BEHALF OF THE BOARD. ALL IN FAVOR, MOTION CARRIED.**

**BUSINESS MANAGER'S REPORT & DISCUSSION (CONT.)**

Business Manager Franklin asked for Board approval to release checks every two weeks and have the Superintendent and business manager approve the disbursement of checks. The Board will still have manifests to review and approve. By having a check run every two weeks, vendors will be paid in a timely manner and not have to wait more than 30 days.

**MOTION BY RICH LARCOM AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO AUTHORIZE THE SAU TO RELEASE CHECKS EVERY TWO WEEKS TO ALL VENDORS. ALL IN FAVOR, MOTION CARRIED.**

**NEW BUSINESS**

None

There being no further business to come before the Board, **MOTION MADE BY RICK CHRISTOFFERSEN AND SECONDED BY RICH LARCOM THE BOARD MOVED TO ADJOURN AT 7:30. ALL IN FAVOR, MOTION CARRIED.**

Respectfully submitted,

Kim Antonucci  
Board Clerk