PROFILE SCHOOL BOARD DATE MARCH 15, 2018

PROFILE SCHOOL LIBRARY TIME: 5:00 PM

691 PROFILE ROAD

BETHLEHEM, NH 03574

BOARD MEETING MINUTES

PRESENT: Board Chairman Kim Shillieto; Board Members April Hibberd, Alice Rocke, Michael Culver, Rick Christoffersen, Richard Larcom; Superintendent Pierre Couture; Business Manager Kristin Franklin; Principal Ben Jellison; Staff Members Jennifer Opalinski, Jackie Wilson; Community Members Kim Koprowski, Student Tom Koprowski.

The meeting was called to order at 5:00 PM by Chairman Shillieto.

PUBLIC INPUT

Staff member Jennifer Opalinski appeared before the Board as a parent of a member of the class of 2018. Ms. Opalinski praised the Guidance Department specifically pertaining to the college admissions process which she has found to be extremely helpful for her daughter as well as other students. Ms. Opalinski requested that the Board consider expanding the college counseling program of the Guidance Department to five days per week. It is now currently two days weekly and increasing this to five would allow more time for career counseling.

Kim Koprowski advised the Board that she has done some research on the proposed Parent Advisory Council for Special Education which was raised by another parent at last month’s meeting. Ms. Koprowski distributed copies of the notes she made pertaining to this subject briefing the Board on the contents and fielding questions as necessary. Ms. Koprowski has been in touch with nhconnections.org, a division of the Parent Information Center of NH. Ms. Koprowski also circulated information from the NH Standards for family, School, Community Partnerships and NH Connections for Board information and review. Ms. Koprowski would have liked to have had access to this type of information when her son was an incoming seventh grader to assist them with the adjustment to Middle/High School. Superintendent Couture advised that he has been in touch with SAU 35 Special Education Resource Consultant, Patricia Eddy, asking her to look into facilitating one group for the entire SAU for this purpose. It is anticipated that this will begin with Mrs. Eddy surveying parents as to what they would like to see, what they hope to accomplish; goals to strive for, and then proceed from there. A brief discussion ensued.

MOTION BY ALICE ROCKE SECONDED BY APRIL HIBBERD TO APPROVE THE MINUTES OF THE FEBRUARY 15, 2018 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

SUPERINTENDENT’S REPORT

Superintendent Couture advised the Board that it is time to renew the membership in NCES (North County Education Services) for the 2018-2019 school year. Currently Profile is a full member of NCES and the cost for the 2018-2019 full membership is $3,275.61. Following a brief discussion, MOTION BY RICHARD LARCOM, SECONDED BY ALICE ROCKE TO APPROVE THE RENEWAL OF THE NCES MEMBERSHIP FOR 2018-2019 AT A COST OF $3,275.61 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

Superintendent Couture updated the Board on the proposed French Foreign Trip being considered for the spring of 2019. Foreign Language Teacher Marjorie Tassey is organizing the trip and wanted the preliminary plans presented to the Board before moving forward with the planning. Superintendent Couture reiterated that in the past the school’s legal counsel had encouraged the Board not to approve the trip in an attempt to reduce the school’s liability and this continues today. This trip is different from the Greek trip in that there is no tour company involved. This is an emersion trip offering the attending students a visit to a French school for a morning; an afternoon engaging in an activity in Paris with the French students; a visit to a castle, and other tourist activities. This is being offered to French 4 students and possibly to students who would be taking French 4 the following year in order to keep the costs down. Richard Larcom asked in any consideration had been given to doing an exchange program as has been done in the past with students residing with host families, attending school with their French counterparts and participating in the families like along with some sightseeing. In turn, the French students would come here for a visit as well on the same lines. The Board discussed the approval/sanctioning of the trip. It was felt that the Board does have some liability should anything happen. This is completely different from an organized tour with a travel agency who has contracts with the students and parents. Principal Jellison advised the Board that Ms. Tassey likes to do it this way as it is cheaper for the students. Principal Jellison further advised the Board that there is also a trip to Wales in the planning process also scheduled for 2019 and is open to all students in the North Country. The Board asked what provisions have been made for an ill student or for a student who is sent home due to not following the rules set forth for the group. Additional information will be sought and this subject will be revisited at the April meeting.

Superintendent Couture briefed the Board on the status of the Voucher Bill which passed the House and is currently in the House Finance Committee. There have been several amendments to the original bill. The Legislature is approaching the crossover point when House Bills go to the Senate and Senate Bills go to the House. It is anticipated that this will move to the Senate where the approval will not be as easy. There are currently 32 towns in the State who do not received adequacy aid which raises the question as to where the monies for these towns will come from if this bill passes. A brief discussion ensued.

Superintendent Couture advised the Board that Commissioner of Education Frank Edelblut will be visiting SAU 35 on March 22, 2018.

Superintendent Couture advised the Board that this will be Board Clerk Marge Brown’s last meeting as she is retiring on April 1st.

Warrant Article presentation was discussed. Each article was addressed and Board members who will motion and second were named.

PRINCIPAL’S REPORT

Principal Jellison called the Board’s attention to his written report included in their agenda packets asking if the Board had any questions. Should questions arise, they should be directed to Principal Jellison.

Principal Jellison presented Spring Coaches for Board review and approval along with bios of any new coaches for Board information and review. It was noted that the Road biking Coach, Bob Lesmerises was previously approved by the Board. Coaches are as follows:

Girls’ Varsity Softball Head Coach, Bob Burrill

Asst. Coach, Brad Weekes

Boys;’ Varsity Baseball Head Coach, Rob Ash

Asst. Coach, Henry Weekes

Girls’ Varsity Tennis Head Coach, Woody Miller

Volunteer, Jeff Woodward

Boys’ Varsity Tennis Head Coach, Miki Fera

Girls’ MS Softball Head Coach, Bob Gorgone

Asst. Coach, Regan Kulak

Boys’ MS Baseball Head Coach, Bob Mancini

Following a brief discussion, MOTION BY RICHARD LARCOM, SECONDED BY MICHAEL CULVER TO APPROVE THE SLATE OF SPRING COACHES AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

POLICY COMMITTEE

Rick Christoffersen presented Policy IHCD / LEB Advanced Course Work / Advanced Placement for first reading. Mr. Christoffersen is making the following recommendations for changes to this policy.

High School and Career Technical Education Center students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in a course designated by the Community College System of New Hampshire ("CCSNH") as part of the dual and concurrent enrollment program. The Superintendent shall designate a point of contact for the program that can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;

2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;

3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;

4. Establish criteria for student eligibility to participate in the program;

5. Establish standards for course content;

6. Establish standards for faculty approval;

7. Establish program coordination and communication requirements;

8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;

Rich Larcom asked if a provision could be included allowing students access to Gifted and Talented monies to cover the cost of Advance Placement Testing for those in need of assistance. A disclaimer could be included that this is only available if student achieves a certain mark or above on this test. A brief discussion ensued.

MOTION BY MICHAEL CULVER, SECONDED BY ALICE ROCKE TO APPROVE POLICY IHCD / LEB FOR FIRST READING AS PRESENTED. ALL IN FAVOR, MOTON CARRIED.

FINANCIAL REPORT

Manifests were circulated for Board review and approval.

Business Manager Kristin Franklin distributed Financial Reports for Board information and review noting that there has been a change since the e-mailed version was sent. Ms. Franklin advised the Board that she has made some modifications to the report in an attempt to make it more understandable and transparent along with better tracking of the projected yearend balance. Ms. Franklin summarized the changes for the Board noting that the current projected yearend balance is $97,303.00. This included unencumbered funds being held for Extension Courses, Student Activities, Postage, Transportation-Other, Transportation-SPED, and Supplies. A brief discussion ensued.

Business Manager Franklin advised the Board that the SAU was informed by DRA that the plan to issue checks to correct the figures used for anticipated revenue for school lunch when setting the tax rate is not allowed. These monies become part of the surplus and as such are returned at the end of the year. All towns have been contacted and requested to return the checks. A brief discussion ensued.

Business Manager Franklin advised the Board that she has forms requiring Board signature for the LED Lighting Project to obtain the rebates. MOTION BY MICHAEL CULVER, SECONDED BY RICH LARCOM TO ENTER THE LED LIGHTING REBATE PROCESS AND AUTHORIZE CHAIRMAN SHILLIETO TO SIGN THE NECESSARY FORMS FOR THIS PURPOSE. ALL IN FAVOR,MOTION CARRIED.

Business Manager Franklin advised the Board that she has prepared the Management Response Letter to the Auditor which requires the Board Chairman’s signature. It was the consensus of the Board to authorize the Chairman to sign the Management Response Letter.

Business Manager Franklin asked if the Board would like the manifests to be brought to the school a couple of days prior to the Board meeting so that members can review and sign while not trying to participate in a meeting at the same time. The Board agreed that this would be a good idea. Members can stop by the school to sign prior to the meeting and/or come to the meeting fifteen minutes of so earlier to do so.

OLD BUSINESS – None

NEW BUSINESS

Alice Rocke requested that the Board be allowed to see candidate’s paperwork prior to approving them for hire. Following a brief discussion it was decided that Principal Jellison will do a brief bio on each candidate for Board information and review.

MOTION BY APRIL HIBBERD, SECONDED BY MICHAEL CULVER TO ENTER INTO NON-PUBLIC SESSION AT 6:30 PM PER RSA 91A:3 I, II TO DISCUSS PERSONNEL ISSUES TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER FRANKLIN, PRINCIPAL JELLISON. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

MOTION BY APRIL HIBBERD, SECONDED BY ALICE ROCKE TO RETURN TO PUBLIC SESSION AT 7:04 PM. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY APRIL HIBBERD, SECONDED BY ALICE ROCK TO ADJOURN AT 7:05 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown

Board Clerk