PROFILE SCHOOL BOARD MINUTES

APRIL 9, 2018

PRESENT: Board Chair – Kim Shillieto, Board members – Tim Wennrich, Rick Christoffersen, Mike Culver, Rich Larcom, April Hibberd, Dr. Alice Rocke (via phone); Superintendent Couture, Principal Ben Jellison, Business Manager Kristen Franklin; Community members – Elise Drake, Paula Herbert, Rusty Talbot, Kim Koprowski; Faculty members – Kevin McShane, Patty Baxter, Kristy Duris; Students – Tom Oliver, Tom Koprowski

Superintendent Pierre Couture opened the meeting at 5:30 p.m. First item on the agenda was to reorganize the school board by electing a chairperson and vice chairperson.

**MOTION MADE BY RICK CHRISTOFFERSEN AND SECONDED BY DR. ALICE ROCKE THE BOARD MOVED TO ELECT KIM SHILLIETO AS BOARD CHAIR. ALL IN FAVOR, MOTION CARRIED.**

**MOTION MADE BY MIKE CULVER AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO ELECT RICK CHRISTOFFERSEN AS BOARD ASSISTANT CHAIR. ALL IN FAVOR, MOTION CARRIED.**

**PUBLIC INPUT**

Paula Herbert and Elise Drake each addressed the Board in response to a Letter to the Editor in The Littleton Courier’s April 4, 2018, edition. The letter expressed concern about one of Profile’s guidance counselors holding a sign indicative of gun control which was posted on Profile’s Facebook page. Ms. Herbert read a letter she wrote supporting the staff member and stated the need to support each other. Ms. Drake shared a letter she wrote to the editor with the board. She was supportive of the guidance counselor and wrote that the staff member is a concerned parent and community member.

Superintendent Couture said that the school and Board’s position is not to have staff advocating political sides. It was unfortunate to have the picture posted. He stated that staff, in their free time, are entitled to their opinion and political views, but not in school; they need to keep opinions neutral.

**STUDENT REPRESENTATIVE**

Tom Oliver, representing the Student Council, began his report by saying Winter Carnival was wrapped up in late February. Student spirit was evident and the event was successful. There was a designated Respect Week in connection with Granite State Respect Week that focused on dating violence. In order to promote awareness to signs of dating violence and show respect, a school-wide breakfast was held to kick off the week and students were asked to wear orange at a basketball game. Tom told Board members that Profile hosted a motivational speaker. The speaker spoke about respect and about having a positive attitude. He also communicated about how to overcome obstacles and how to achieve goals. In conclusion of his report, Tom told board members that the school is gearing up for upcoming 7th graders. High school students have visited the 6th grades with the guidance counselor. The youth leadership will run a retreat for the 6th graders at Copper Cannon in May.

**APPROVAL OF MINUTES**

**MOTION MADE BY RICK CHRISTOFFERSEN AND SECONDED BY MIKE CULVER THE BOARD MOVED TO APPROVE THE MINUTES OF MARCH 15, 2018.**

No action was taken at this time as the executive session minutes needed to be discussed prior to approval.

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**SUPERINTENDENT’S REPORT**

Superintendent Couture stated that the collective bargaining insurance buyout dollars need to be set each year by the Board. He recommended keeping the current rate -- Single-$2,000, couple-$3,000, family-$5,000.

**MOTION MADE BY TIM WENNRICH AND SECONDED BY RICK CHRISTOFFERSEN THE BOARD MOVED TO ACCEPT THE COLLECTIVE BARGAINING INSURANCE BUY OUT AT THE CURRENT RATE AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.**

Superintendent Couture informed the Board that Pam Shillieto, para professional, has submitted a notice of retirement after ten years at Profile.

**MOTION MADE BY MIKE CULVER AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO ACCEPT PAM SHILLIETO’S NOTICE OF RETIREMENT. ALL IN FAVOR, MOTION CARRIED.**

Superintendent Couture informed the Board that Emily Morgan, para professional, has submitted a letter of resignation as of April 20, 2018.

**MOTION MADE BY RICK CHRISTOFFERSEN AND SECONDED BY MIKE CULVER THE BOARD MOVED TO ACCEPT THE RESIGNATION OF EMILY MORGAN AS OF APRIL 20, 2018. ALL IN FAVOR, MOTION CARRIED.**

Rick Christoffersen asked if the administration conducts exit interviews. Principal Jellison answered yes. He noted that Ms. Morgan obtained employment in early childhood education; it is a job perfect for her and the timing is right.

Superintendent Couture presented the slate of professional staff nominations 2018-2019.

**MOTION MADE BY TIM WENNRICH AND SECONDED BY RICK CHRISTOFFERSEN THE BOARD MOVED TO ENTER INTO NONPUBLIC SESSION AT 5:49 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 MADE BY RICK CHRISTOFFERSEN AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO RETURN TO PUBLIC SESSION AT 5:56 PM AFTER ROLL CALL VOTE. ALL IN FAVOR, MOTION CARRIED.**

Kim Koprowski addressed the board by saying she thought the exit interview question was brushed over. She claimed that several people have left in the past and that there must be a reason. Ms. Koprowski suggested that there should be a policy regarding exit interviews if there isn’t one already in place.

**MOTION MADE BY MIKE CULVER AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO ACCEPT THE SLATE OF PROFESSIONAL STAFF NOMNATIONS 2018-2019 AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.**

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**SUPERINTENDENT’ REPORT (CONT.)**

Superintendent Couture announced that a parent advocacy group for special education will be meeting April 16, 2018. Invitations have been sent.

**OLD BUSINESS**

Marjorie Tassey’s request for a proposed French foreign trip in the spring of 2019 was discussed. Superintendent Couture told the Board that he had spoken to Primex Insurance and they said it is okay to support a single, private, planned trip. With an organized tour with a travel agency, a family signs a contract with parents and students. It was suggested to have in the policy that the family get a rider added to their health insurance policy to cover any needs of the student while on a foreign trip. Also suggested was to have a permission form for the chaperones to act on the parent’s behalf in case of any emergency.

Superintendent Couture recommended approving and supporting Ms. Tassey’s proposed French foreign trip in the spring of 2019. Rick Christoffersen added that Board approval be contingent upon the initiation of a permission form for chaperones. Principal Jellison asked the Board for permission for Ms. Tassey to move forward with her proposed foreign trip plan and that he will get back to the Board with the specifics.

**MOTION MADE BY RICK CHRISTOFFERSEN AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO GIVE PERMISSION TO MARJORIE TASSEY TO MOVE FORWARD WITH PROPOSED FRENCH TRIP IN SPRING OF 2019. ALL IN FAVOR, MOTION CARRIED.**

**PRINCIPAL’S REPORT**

Principal Jellison asked for a Board representative to serve on the Co-Curricular Committee. The agenda for that committee is to discuss point values for stipends. Tim Wennrich volunteered.

Principal Jellison announced that NH Deputy Commissioner of Education, Christine Brennan, visited Profile as she was in the area. Ms. Brennan was invited by Jennifer Opalinski who met her at a conference. Mr. Jellison told the Board that the visit was a nice, positive experience for everyone who met her. Ms. Brennan liked the people she met and the Profile facility.

Principal Jellison had a request from Marjorie Tassey to take AP French students who take the AP exam into Canada for a day trip. It would be a good cultural experience for those students. It was the consensus of the Board to have another adult accompany Ms. Tassey on the trip.

**MOTION MADE BY TIM WENNRICH AND SECONDED BY RICH LARCOM THE BOARD MOVED TO APPROVE THE DAY TRIP TO CANADA FOR MARJORIE TASSEY AND AP FRENCH STUDENTS. ALL IN FAVOR, MOTION CARRIED.**

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**PRINCIPAL’S REPORT (CONT.)**

Principal Jellison presented the Board with an overview of next year’s schedule. He met with some staff and students regarding the new schedule. The students seemed excited. There was a little concern about the waterfall day, but other schools are successful using it. The proposal is to begin school five minutes later (7:40-7:45) and end five minutes later (2:12-2:17) than the current year. This time change has the least amount of impact with the feeder schools and benefits vocational students who return to Profile mid-morning. Mr. Jellison explained that Mondays will be a waterfall day where students would attend all their classes; Tuesdays and Thursdays will always be an “A” day and Wednesdays and Fridays will always be an “E” day. This schedule guarantees that faculty and students will meet three times a week. Community member Rusty Talbot added that he hosts an internship and that a set schedule will be helpful.

**MOTION BY RICH LARCOM AND SECONDED BY RICK CHRISTOFFERSEN THE BOARD MOVED TO APPROVE THE 2018-2019 CLASS SCHEDULE AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.**

**POLICY COMMITTEE**

Policy IHCD/LEB Advanced Course Work/Advanced Placement Courses was reviewed for second reading. The Board supports advanced and accelerated courses.

**MOTION MADE BY MIKE CULVER AND SECONDED BY APRIL HIBBERED THE BOARD MOVED TO APPROVE POLICY IHCD/LEB FOR SECOND READING AS AMENDED. ALL IN FAVOR, MOTION CARRIED.**

Policy IHBB Gifted and Talented Pupils was reviewed for first reading. It was discussed to financially support students if funds are available. Dispersing funds will be at the principal’s discretion.

**MOTION MADE BY RICH LARCOM AND SECONDED BY DR. ALICE ROCKE THE BOARD MOVED TO APPROVE POLICY IHBB FOR FIRST READING. ALL IN FAVOR, MOTION CARRIED.**

**BUSINESS MANAGER’S REPORT & DISCUSSION**

Manifests were circulated for the Board’s review and approval.

Business Manager, Kristin Franklin, distributed Financial Reports for Board information and review. Ms. Franklin noted that E Rate funding is included in revenue as well as the last payment for Adequacy Aid. The current projected year-end balance is $50,504.27. This includes unencumbered funds expected to be spent for Extension Courses, Student Activities, Postage, Transportation-Other, Transportation-SPED and Supplies. Projected year-end surplus balance is $86,835.08.

Ms. Franklin is prepared to release the Auditor’s Statement to the NH Municipal Bond Bank. She asked for the Board’s approval so it would be recorded in the minutes.

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

**MOTION MADE BY RICH LARCOM AND SECONDED BY RICK CHRISTOFFERSEN THE BOARD MOVED TO APPROVE THE RELEASE OF THE AUDITOR’S STATEMENT TO THE NH MUNICPAL BOND BANK. ALL IN FAVOR, MOTION CARRIED.**

Ms. Franklin reported that the food service contract is ending. She has drafted an RFP that the State will review for compliance and then send to the attorney for review. It is Ms. Franklin’s intent to have the RFP open for four to six weeks and have bids due May 24, 2018. Rich Larcom suggested to send the RFP to potential vendors in addition to advertising in the newspapers.

**NEW BUSINESS**

Board Committee assignments are as follows: Tim Wennrich – Co-Curricular Committee; Rick Christoffersen – Policy Committee.

**MOTION MADE BY MIKE CULVER AND SECONDED BY TIM WENNRICH THE BOARD MOVED TO ENTER INTO NON-PUBLIC SESSION AT 6:40 PM PER RSA 91:3 I, II TO DISCUSS PERSONNEL ISSUES TAKING SUPERINTENDENT COUTURE, BUSINESS MANAGER FRANKLIN, AND PRINCIPAL JELLISON. ALL IN FAVOR FOLLOWING A ROLL CALL VOTE. MOTION CARRIED.**

**MOTION DULY MADE AND SECONDED TO RETURN TO PUBLIC SESSION AT 8:31 PM AFTER ROLL CALL VOTE. ALL IN FAVOR, MOTION CARRIED**

**MOTION BY TIM WENNRICH AND SECONDED BY APRIL HIBBERD TO APPROVE THE NOMINATION OF KATE STINSON AS ASSISTANT ROAD BIKING COACH. ALL IN FAVOR, MOTION CARRIED**

There being no further business to come before the Board, **MOTION MADE BY RICK CHRISTOFFERSEN AND SECONDED BY RICH LARCOM TO ADJOURN AT 8:33 PM. ALL IN FAVOR, MOTION CARRIED.**

Respectfully submitted,

Kim Antonucci

Board Clerk