

Tamworth School Board

1. Call to Order

A meeting of the Tamworth School Board was held at the Kenneth A. Brett School on Wednesday, September 9, 2009 at 5:30PM. The meeting was called to order by vice chair Dan Rowe. Present were board members Dan Rowe, Brenda Robinson, John Cleveland, and Dana Littlefield, Superintendent Jay McIntire, Principal Noel DeSousa, Special Ed Director Pat Kehoe, and Secretary Kathi Brown.

2. Approval of Agenda

Brenda Robinson made a motion to approve the agenda. John Cleveland seconded the motion. Motion passed.

3. Approval of Minutes (August 25, 2009)

This was tabled until next month for a quorum of board members that were present at this prior meeting.

4. Director of Special Services Update

Pat Kehoe stated that we currently have 30 kids in special education in grades K-8. She handed the board members a survey that was taken regarding the summer program, and she will be looking at the comments made to come up with recommendations for changes next year. Next week, she hopes to have a recommendation for the sped coordinator position which she will bring to the joint board. The education specialist position is funded through a grant and this person works in all three schools in our district.

5. Visitor's Comments

None

6. Committee Reports

a. SAU 9/13 Reorganization study committee

The report given to board members should be titled **Draft Final Report**, not Final Report. John Cleveland discussed the committees work and the report handed out. It is not recommended that we pursue joining with SAU 9 for the reasons noted in the report. The committee needs to adopt the report at a meeting by October 1st. John Cleveland will share the information with the person who brought up this item at last years annual meeting.

7. Old Business

a. Fraud Prevention and Fiscal Management - Adoption - (DIH)

Jay McIntire reported that our auditors have looked at this policy and they are OK with it. Brenda Robinson made a motion to adopt the policy. Dana Littlefield seconded the motion. Motion passed.

b. Identification of Specific Learning Disabilities Policy - Adoption (IHBA)

Brenda Robinson made a motion to adopt the policy. Dana Littlefield seconded the motion. Motion passed.

In the future Dan Rowe would like to see the changes made on any policy he lighted so it is easy to know what is different from last time.

c. Student Wellness Policy - 2nd reading - (JLCF)

Jay McIntire explained the requirements for policies: usually a first reading then an adoption. There can be a clarification of the second reading or an adoption.

Brenda Robinson made a motion to get it on the floor. John Cleveland seconded the motion. Motion passed.

d. Board Member Code of Ethics (BCA, BCA-R, Acknowledgement)

There was a separate form for signature by each board member. The members present signed the form and gave to Jay McIntire.

8. New Business

a. Pandemic/Epidemic Emergencies Policy (EBCF) - 1st reading

Under the response item, there are two places where the wording was changed from shall to may. In case this policy is needed, we will follow medical personnel recommendations. Brenda Robinson made a motion to get it on the floor. John Cleveland seconded the motion. Motion passed. Staff illnesses were discussed along with how sick time could be used. In some cases the principal would consult with the nurse and superintendent if it is thought some staff should go home. Jay McIntire will speak with the union leaders regarding use of the sick bank and creating a one year side agreement. One option being used at some districts is to suspend 100% attendance for kids this year, to be sure no one comes in sick just to get this award.

b. Non-Discrimination Policy (AC) - 1st reading

This is a required policy. Brenda Robinson made a motion to get it on the floor. John Cleveland seconded the motion. Motion passed.

d. Quorum Policy (BEDC) - 1st reading

This item was put before item C as it is a basis for item C. Brenda Robinson made a motion to get it on the floor. John Cleveland seconded the motion. Motion passed.

c. Special Board Meetings Policy (BEB) - 1st reading

This policy allows boards to meet without a quorum present, as other members could be involved electronically. The board chair or superintendent must declare the emergency. Brenda Robinson made a motion to get it on the floor. John Cleveland seconded the motion. Motion passed.

9. Superintendent's Report

a. Expenditure Report

The expenditure report was discussed and discussions ensued about pre-payment of expenses. Joanne Dolbear will reply to this issue by next month. Dan Rowe questions the validity of the current year's budget if it involved pre-payments. He would prefer to see a one page report with highlights the board should be aware of instead of the expenditure report, until October, as it is too early in the year for the report to be useful. Jay McIntire will look into the policy to see if an expense report is required to be in the board packets each month. Jay McIntire noted that the oil price now is lower than our upcoming contract, so all the tanks were filled now for a lower price. John Cleveland wants to see a budget timeline created with goals, layout, etc.. This will be at the October board meeting. Jay McIntire went over his handout with the board.

b. Education Measurement Report

Jay McIntire gave a power point presentation regarding student performance measures. Noel DeSousa showed and explained the various performance pathway reports on student performance.

Jay McIntire went over a letter given to the board on the annual audit report. A corrective action plan was submitted and accepted by the commissioner. This is public information and may be requested from the superintendent.

10. Principal's Report

Noel DeSousa presented his handout and went over it. He also asked what direction the board wants to take regarding ed views. John Cleveland likes them a lot and finds them interesting and feels it should take 20-30 minutes each time. Brenda Robinson also likes

the ed views. Noel DeSousa will develop a calendar of possibilities and it should be after the first visitor comments section on the agenda.

Task Force. The school board needs to get two, non-educator community members to be on this committee. They would need to be able to visit other school districts. Several names were given to Noel DeSousa for consideration.

Facility Needs. Engineering study and 5 year plan. The level of expertise the board wants from a consultant was discussed. Brenda Robinson made a motion to put the specs out to bid and Jay McIntire and Noel DeSousa will develop the specs. John Cleveland seconded the motion. Motion passed.

11. Visitor's Comments

Pat Farley would like other companies, such as Reliable Oil, to be checked out in the future for possible oil savings.

Dave Farley would like to see the school and the town work together for better oil pricing. He also thanked Noel DeSousa for making the information understandable tonight regarding the power point presentation.

12. Board Comments

John Cleveland: The budget process should start in October and he wants Jay McIntire to bring a reasonable matrix for budget performance, per pupil cost or not, need 6 or 7 budget matrixes where we are doing good or not. Wants general guidelines from the superintendent.

Dan Rowe: We need to decide how much money to invest in each student. Enrollment is a cost driver.

13. Communications

a. Corrective Action Plan

Covered earlier.

14. Non-Public Session - RSA 91-A: 3 II a, b, c, d, e

None

15. Action as a Result of Non-Public

None

16. Personnel

a. Resignation of School Nurse

Brenda Robinson made a motion to accept, with regret. John Cleveland seconded the motion. Motion passed.

Dan Rowe wants to evaluate the structure and see about sharing a nurse with all three school districts. Could the community nurse be a resource? If you don't find someone, perhaps use a temporary agency.

John Cleveland asked if this is an opportunity for restructuring this position to perhaps a ½ time position.

Dana Littlefield would like to see a report showing her daily activities.

Brenda Robinson feels we need a full time nurse for this year and any other options require more discussions. We can not share this year as the other nurses are under contract already. If we had a part time nurse, who would dispense medication when a nurse is not around. Who is responsible to assume this liability.

Jay McIntire went over the guidelines suggested for a nurse and how many students could be handled in different circumstances, along with the possibility of the nursing services being an SAU service.

Brenda Robinson noted that usually in September the plowing specs are reviewed and sent out. Noel DeSousa will send out as in prior years.

John Cleveland wants a general policy as to when the board gets involved in specs and contracts. Create a criteria

Jay McIntire noted that Noelle Emerson was appointed at the assistant cook/cashier.

17. Adjournment

Dana Littlefield made a motion to adjourn the meeting. John Cleveland seconded the motion. Motion passed. Meeting adjourned at 7:38PM.

Respectfully submitted,

Kathi Brown Secretary
Draft Pending Board Approval

