

July 15, 2010

Tamworth School Board

1. Call to Order

A meeting of the Tamworth School Board was held at the Kenneth A. Brett School on Thursday, July 15, 2010 at 5:34pm. The meeting was called to order by Chair Laura Pike. Present were board members Laura Pike, Charlie Pugh, John Cleveland, Dan Rowe, and David Farley, Superintendent Jay McIntire, Principal Rob Troon, Finance Administrator Barb Clifford, Special Ed Director Raina Chick, and Secretary Kathi Brown.

2. Approval of Agenda

John Cleveland mad a motion to approve the agenda. Dan Rowe seconded the motion. Motion passed. Charlie Pugh suggested having bullet items under various item numbers in the agenda, such as under Superintendent’s Report and Principal’s Report. That would give the board a sense of the items that will be discussed ahead of time. Dan Rowe would like the expenditure report, and any other reports or hand outs, to be included in the board packets, so members have time to review them before the meetings. Laura Pike will get the school board policies CD to Jay McIntire. The issue of having one or two visitor comment sections during the board meeting was discussed and will be discussed later tonight. Laura Pike welcomed David Farley to the school board and Raina Chick as the new Special Ed Director.

3. Approval of Minutes (June 22, 2010, July 6, 2010)

John Cleveland made a motion to get the minutes of June 22, 2010 on the floor. Dan Rowe seconded the motion. Laura Pike would like to make a change on page 3. The sentence that reads “Staff development money has been over spent for the last two years, once the money is spent staff should not be allowed to spend any more money.” Change it to read “The staff development line has been excessively over spent for the last two years; the principal and staff should be planning for these costs and once the budget line is met then requests should be denied. This budget line needs to be controlled better, it is not just an ‘open to spend’.” Motion passed as amended. David Farley abstained.

John Cleveland made a motion to get the minutes of July 6, 2010 on the floor. Charlie Pugh seconded the motion. Charlie Pugh would like to see the following added in the section Consideration of Brett renovation proposals. Four proposals were received as follows:

Name	Total Cost
D & L Construction	\$ 64,188.00
Jay Hounsell General Contractor	\$ 77,379.00
Addison & Mason Builders Quote A	\$ 89,239.00
Addison & Mason Builders Quote B	\$ 87,900.00
Addison & Mason Builders Quote C	\$ 87,189.00
Glen Builders Inc	\$114,832.00

Under the Action as a result of non-public session add “The School Board accepted the proposal for renovations from Jay Hounsell General Contractor pending finalization of the contract.” Motion passed as amended. David Farley abstained.

4. Director of Special Services Update

Raina Chick thanked Pat Kehoe for her organization of information. The Tamworth School District has 14 students enrolled in the summer enrichment program.

5. Visitor’s Comments

None.

6. Old Business

None

7. New Business

a. Procedural Safeguards Nondiscrimination Policy (ACE) - 1st reading

Jay McIntire noted that there is a technical change. On page 1 remove the name Pat Kehoe and regard as a position instead, and remove the wording Category P from another page. Charlie Pugh thinks it is a good idea to give the procedures with the policy.

b. School Board Powers and Duties Policy (BBA, BBA-R) - 1st reading

This is another technical change to add the word “shall” after “The Tamworth School Board...” Laura Pike questioned the wording about the powers and duties. After discussions it is agreed there is no need to change this wording. Dan Rowe feels that the School Board is lax on (a) under Substantive Duties.

c. Public Participation at Board Meetings (BEDH) - 1st reading

Jay McIntire will check with the state regarding the wording “civil manner” in item 4. Laura Pike wants to add the following to the first paragraph “... to enter non-public or non-meeting for the purpose of legal council at any time.”

Laura Pike would like to change item 1 to read “The first 15 minutes will be set aside for citizens to address the Board. This period may be extended by a majority vote of the Board. Speakers time may be limited, at the Board’s discretion.” Charlie Pugh would like to add “... a second period of visitor comments will be typically available after most business is taken care of, and before non-public.”

Laura Pike would like to change Item 2. It should have the following sentence changed to read “Requests to address the Board on matters not on the agenda must be presented within 24 hours, in writing, to the Superintendent and must set forth the specifics of the subject to be addressed.”

Laura Pike would like to change Item 4 from “in a civil manner” to read “in a respectful and civil manner.”

d. Transfer of Appropriation Policy (DBJ) - 1st reading

In the second paragraph change the wording to read “between general ledger lines.”

Remove the third paragraph that starts “In no circumstance...” Laura Pike does not want to go against the taxpayer’s budget. John Cleveland stated it is a moral agreement, not a legal one.

e. Investment Policy (DFA) - 1st reading

Jay McIntire reported that the auditors say we need to have a policy. On the last page, section 3, change the word “periodically” to “annually.” Remove the sentence “The investment of funds will be left to the discretion of the Finance Committee without prior approval of the board.” The Treasurer does not do the investing. Laura Pike would like Barb Clifford to come back to the board next month with a chart to show the process of how the funds flow.

e. Data/Records Retention Policy (EHB, EHB-R) - 1st reading

Dan Rowe feels the boxes should be labeled with retention dates, when filed away for storage. Charlie Pugh would like to see all data information saved electronically from this point forward. Jay McIntire says it is an investment and a process to do this.

All items will be brought back for a second reading next month. John Cleveland made a motion to approve a-e as a first reading. Charlie Pugh seconded the motion. Motion passed.

8. Superintendent’s Report

The expenditure report was handed out and discussed. In the future this report is to be included in the board packet. Dan Rowe is thankful the reports are coming out at all and would like anything over or under \$1,000.00, or 10% variance, to have an explanation beside it. Barb Clifford stated that this is not the final report for the 2009-2010 school year and she does not know yet if there are any big expenses coming in. Dan Rowe, Rob Troon, and Barb Clifford will work on cleaning up the budget to get items into the proper accounts and to report any known variances.

A third School Board member is needed to be on the Area Joint Board. Currently it is Laura Pike and Charlie Pugh. David Farley will be the third member.

Tamworth has been selected to take the NAEP tests. It is a national test and we will not receive individual reports.

Charlie Pugh stated that performance data and money go together. Charlie Pugh would like to see a performance data collection and analysis report each month and to hear from the administration each month on the summary of performance.

Jay McIntire and Rob Troon will work on the elements of the scorecard, including eight or more data categories to track. At the next board meeting they will bring back element suggestions.

Dan Rowe suggested they get a copy of SAU 9’s scorecard to look at. Dan Rowe also stated that our focus is always on finance, we need to look at performance also.

John Cleveland noted that we also need to look at staff moral.

9. Principal's Report

Rob Troon stated that exciting things are happening at school such as the summer reading tutoring program, single stream recycling and composting (a pad is not needed), the new head custodian has started and is working well with the crew on board and summer maintenance is on schedule. Classrooms are being moved around due to the SAU office moving here. Rob Troon presented one change to the SAU office regarding moving a door so staff members do not have to go through a storage room. The board gave their OK. Rob Troon will look into the cost of putting up a temporary wall where the Title I room will be moving because the noise volume is a concern. Charlie Pugh suggested seeing if Roy Roberts could do the work, that way the District only has to buy the materials. Laura Pike stated that whoever does the work needs to be sure everything is done up to code, and she appreciated the level of detail and communications from Rob Troon on the contractor. Rob Troon is having meetings with teachers, parents, and community members and that is going well. John Cleveland would like the early Ed Views in the fall to be around RTI implementation and how it is working and affecting teachers.

10. Visitor's Comments

Jenn Shinnars stated that it was hard to hear the board members and could they please speak up.

Cindy Furnbach asked about the time frame about finding out what happens in non-public session, does one month go by before the information is disseminated. Jay McIntire stated that the public can stay until non-public is over and find out then or they can ask Rob Troon, the next day, what happened.

11. Board Comments

Laura Pike thanked Jack Waldron, on behalf of the board, for all his work and help on the health & wellness committee, and the composting project.

12. Board Communications

a. NH Department of Education Update

Jay McIntire stated that the Tamworth School District has received conditional approval until next June. We need to have a fire inspection report and a health inspection report sent in. We also did not have a certified health teacher, but that has been taken care of.

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

Dan Rowe made a motion to go into non-public session at 6:52pm. David Farley seconded the motion. Motion passed.

14. Action as a Result of Non-Public

The board considered a request made by an employee about the possibility of his continuing to participate in the healthcare plan offered by the district after retiring.

15. Personnel

a. Appointment of 1:1 Paraprofessional Aide

16. Adjournment

John Cleveland made a motion to adjourn at 7:25pm. Dan Rowe seconded the motion.
Motion passed.

Respectfully Submitted,

Kathi S. Brown, Secretary
Draft Pending Board Approval