

Sunapee School Board Meeting
November 7, 2012
SMHS Media Center

Call to Order:

Shaun Carroll called the meeting to order at 7:00 p.m.

Roll Call:

Shaun Carroll
Paul Skarin
Mike Ripley
Kim Denney – Absent
Brian Garland – Absent

Others Present:

Brendan Minnihan, Superintendent
Ray Palin, Media Coordinator
Mike Trojano, Business Administrator
Sean Moynihan, SMHS Principal
Jodi Bergen, SCES Principal
Terra Geer, Co-Special Education Coordinator

Pledge of Allegiance:

Jodi Bergen led the Pledge of Allegiance and Shaun Carroll the moment of silence.

Minutes:

Paul Skarin moved to approve the school board minutes of October 3, 2012.
Mike Ripley seconded the motion.
Vote unanimous

Public Forum:

Ms. Ortiz came to update the Board on her complaint that not enough has been done for special education students. She commended SMHS and said positive changes have taken place this year and she credits the new Special Education Coordinator, Synthia Liska, as the reason.

John Augustine stated that the Town of Sunapee emails the minutes of each meeting to townspeople on a mailing list and asked if the school district could do the same. Brendan Minnihan said he will look into what is the best way possible to do so.

SCES Good News:

Jodi Bergen gave the following report to the Board:

1. Has started a Destination Imagination Team. 14 students showed interest, but only 7 entered projects, which was the application limit. The group will meet in March.
2. Five staff members attended a three day training in Rhode Island.
3. A homework club has been started for 4th and 5th graders; they meet daily.
4. The Halloween Celebration had a variety of healthy snacks and went very well.

SMHS Good News:

Sean Moynihan gave the following report to the Board:

1. The mock election was held again this year by Laura Kessler. The students chose Maggie Hassan for Governor, Mitt Romney for President and Charlie Bass for Congress.
2. 19 students will be headed to Washington D.C. next week.
3. Senior projects are past their 1st checkpoint and everyone is on task.
4. NECAPS have been completed.
5. This fall over 60% of the student body participated in fall sports.

Superintendent's Report:

Brendan Minnihan gave the following report to the Board:

1. Mrs. Morse, 2nd grade teacher, will be going out on maternity leave in three weeks. A substitute is in place.
2. He participated in the PhUN Week activities at SCES and an 8th grade trip to Boston with SMHS and had a wonderful time.
3. The Board asked that their goals of a District report card and increasing communications be on the agenda at every Board meeting so as to have the goals completed by the spring.
 - a. He presented the Board with the NH DOE website showing the district profile, enrollment trends and the district in comparison with State averages. He asked the Board what, if any, of the information shown do they want reported. The Board will review the website and discuss at the next meeting. The Board asked that the link to the DOE website be put on the district website.
 - b. He presented the Board with the Alert Now system which Sunapee uses to get information out to parents and staff such as emergency days, special nights and report cards. The district does not want to overuse the system for mundane matters because then it will lose its importance to families. Soon you will be able to attach files to those names in the database. The subscription for Alert Now is based per student and costs the district \$1,000.00 per year.

NEAS&C 2 Year Report:

Sean Moynihan gave the following presentation to the Board:

- Most districts have to do an initial 6 month self-report for accreditation, but Sunapee didn't have to do one until 2 years.
- There are four different categories the NEAS&C group gives when giving recommendations that the district can choose from including rejected and not started when filling out the report. Sunapee hasn't rejected any of their recommendations and all have either been fixed or started. They are in very good shape.
- Out of 14 recommendations, Sunapee has completed 9 and is working on 5. Out of another 29 recommendations, 19 have been completed and another 10 are being worked on.
- They are struggling with common work meeting times. They have informal meetings, but not a scheduled formal time. They can solve the issue by freeing up a period of the school day for each subject could meet, such as English, math, etc., but it wrecks with scheduling. They are having afterschool meeting on Wednesdays to meet on specific activities. The groups are documenting their meeting by coming up with tasks the group wants to see done and then reports back to Sean Moynihan. The meetings sometimes conflict with other extra-curricular activities, so not all staff members attend each meeting.
- Two staff meetings a month are also being held and the accreditation reports are being discussed there as well.

Paul Skarin asked if an informal meeting can be documented for accreditation purposes. Sean Moynihan stated it can, but since there are no department heads for each subject in Sunapee, the minutes won't come from just one person.

Application for Teachers Contract - Tabled:

Shaun Carroll tabled the application for the teacher's contract as the other Board members are not present. He stated that the teachers agree and now the Board has too as well. He asked that a special meeting be held so that the Board members can approve. It will either be Wednesday, November 14th at 4 p.m. or Thursday, November 15th at 7 p.m.

Goals:

Mike Ripley moved to approve the Board goals for school year 12-13 as presented.

Paul Skarin seconded the motion.

Vote unanimous.

Retirement:

Brendan Minnihan stated that after about 15 years, Marcia Spencer, SMHS teacher, is retiring at the end of the 13-14 school year.

Paul Skarin moved to approve the retirement of Marcia Spencer in June of 2014 with regret.

Mike Ripley seconded the motion.
Vote unanimous.

13-14 School Calendar:

Paul Skarin moved to approve the school calendar for the 13-14 school year.
Mike Ripley seconded the motion.
Vote unanimous.

12-13 Winter Co-Curricular Coaches:

Mike Ripley moved to approve the coaches for the 12-13 winter term.
Paul Skarin seconded the motion.
Vote unanimous.

2nd Reading Policy JLCJ – Concussions and Head Injuries:

Brendan Minnihan stated that this is the standard policy from the NHSBA. This policy is now required starting this school year.

Mike Ripley moved to accept the revision of policy JLCJ.
Paul Skarin seconded the motion.
Vote unanimous.

Contractor for Elementary Safety Projects:

Mike Trojano explained that this is for the stair rails, balusters, smoke detectors and fire doors. He is recommending LaPlante Builders as they installed the ventilation project at the Sherburne Gym and the energy conservation project at SCES. The work will start over the Holiday Break and if it cannot be completed it will continue over the February and April breaks.

Mike Ripley moved to approve LaPlante Builders for the Elementary Safety project in the amount of \$43,156.00.
Paul Skarin seconded the motion.
Vote unanimous.

Policy DJC – Bidding Requirement:

The attorney has reviewed the revision to this policy. Anything over \$10,000 will be bid except for architecture bids or bids with less than three bidders readily available.

Paul Skarin moved to accept and adopt the revision to policy DJC.
Mike Ripley seconded the motion.
Vote unanimous.

1st Reading Policy JICK – Dress Code:

Page 2 has been revised. A small part has been taken out and another small part added; the addition has been highlighted. All shorts and skirts can be no higher than 5.5 inches above the knee.

This is the first reading, so the Board will approve in December.

Approval of Waiving the Facilities Fee for Bootcamp:

The staff is starting a new exercise bootcamp and is asking that the facilities fee be waived, so that they can have use of the gym.

Mike Ripley moved to approve the waiver of the facilities fee for the staff's exercise bootcamp.

Paul Skarin seconded the motion.

Vote unanimous.

SMHS Trip to Costa Rica:

Sean Moynihan explained that this trip is far in the future, but wanted to get the Board's permission before proceeding. He will get more specifics as it goes along and bring them to the Board. The trip is being planned to coincide with a vacation week, so that student's will not miss school. Trip insurance is not included on this trip, so parents have to be prepared.

Mike Ripley moved to approve the Costa Rica trip with more specifics being brought forth at a later date.

Paul Skarin seconded the motion.

Vote unanimous.

Boys Basketball Overnight Trip:

The trip is to Cape Cod to play teams over a two day period from November 30th to December 2nd. The trip has been taken before. Paul Skarin stated that he will be a chaperone.

Paul Skarin moved to approve the Boys Basketball team's overnight trip to Cape Cod.

Mike Ripley seconded the motion.

Vote unanimous.

Manifest:

Mike Ripley moved to approve the following A/P manifests:

- #2013-9 = \$92,067.24
- #2013-10 = \$81,321.18
- #2013-11 = \$116,233.35
- #2013-12 = \$3,333.00

Mike Ripley moved to approve the following payroll manifests:

- #2013-7 = \$394,604.27

- #2013-8 = \$196,194.14
- #2013-9 = \$404,248.77

Paul Skarin seconded the motion.

Vote unanimous.

Brendan Minnihhan handed out the budget books to the Board. The Board said they will meet with the BAC either on December 8th or 15th from 8-12 a.m. The next Board meeting will either be held on December 5th or the 12th.

Agenda for Next Meeting, December 2012:

- 2nd Reading Policy JICK
- Manifest
- Minutes – 11/7/2012
- Good News
- Superintendent News
- District Report Card
- Communication
- Building & Grounds Project Updates
- Budget

Respectfully Submitted By,

Kate O'Connor
Sunapee School Board Secretary