

1 **Shaker Regional School Board**  
2 **Meeting Minutes**  
3 **July 22, 2010**  
4

5 IN ATTENDANCE

6 ***School Board:*** Chairman: Diane O’Hara; Pret Tuthill, Heidi Hutchinson, Sean Embree,  
7 Tom Goulette, Gretta Olson-Wilder (6:15pm)

8 ***Excused:*** Sumner Dole

9 ***Administration:*** Superintendent: Mark Blount; Business Administrator: Debbie Gay;  
10 Director of Student Services: Tonyel Mitchell-Berry; Principals: Russ Holden, Aaron  
11 Pope, Emily Spear

12 ***Guest:*** Alison Roberts  
13

14 CALL TO ORDER AND ROLL CALL

15 Chairman Diane O’Hara called the meeting to order at 6:05pm. Emily Spear introduced,  
16 Alison Roberts, the new Assistant Principal at Belmont Elementary.  
17

18 MINUTES OF PREVIOUS MEETING

19 The July 8, 2010 School Board Minutes were accepted as presented.  
20

21 OLD BUSINESS

22 ***Handbook Review and Approval:*** Mark stated that at the last meeting, the Board had  
23 requested that some handbook pages be standardized. There is School, SAU and School  
24 Board information that is standard for each handbook as well as a format for each school  
25 to use for the staff directories. Mark also talked with both Russ and Aaron about the  
26 BMS and BHS dress code and cell phone usage. Each handbook has similar wording and  
27 both handbooks do address both issues appropriately for their school. Heidi had some  
28 grammar and formatting corrections for the handbooks at BES, CES and BMS. Sean  
29 Embree mentioned a few formatting corrections as well. The corrections will be made.  
30

31 ***A motion was made by Pret Tuthill, and seconded by Sean Embree, to accept the***  
32 ***handbooks at each of the schools, with the corrections from the Board. The motion***  
33 ***passed unanimously.***  
34

35 ***School Board Committee Schedule:*** Mark presented a 2010-2011 Assignments and  
36 Standing Committee Schedule to the Board for review. There were no changes or  
37 corrections. Mark suggested having the Wellness Committee consist of the school nurses.  
38 He would like to have them work on a standard format for the Wellness Reports for each  
39 of the schools.  
40

41 ***Policy Committee First Reading Approvals:*** Policy IJOA – Field Trips and Excursions: A  
42 memo was included to explain the changes that were made on July 15, 2010, when the  
43 Policy Committee met. There was some discussion about students staying with host  
44 families when staying in another country. The Board wants a licensed agency for  
45 placement of students into host families out of the country. The agency being used needs  
46 to be insured with liability. Mark informed the Board that the Rules and Procedures that

1 will accompany policy IJOA are still being worked on. The subjects of accommodating  
2 special needs students and administering medicine are still being written.

3  
4 ***A motion was made by Pret Tuthill, and seconded by Tom Goulette, to adopt the***  
5 ***amendments to policy IJOA – Field Trips and Excursions as presented. The motion***  
6 ***passed unanimously.***

7  
8 There was a memo included with Policy GBCD – Background Investigation, Criminal  
9 Records Check and Fingerprinting – outlining the changes that were made by the policy  
10 committee. Heidi asked if the wording should include arrested and convicted or just  
11 arrested. The Board and Administration is going by the wording from the Legislation.  
12 There was some discussion about the fingerprinting process. The Board asked for a copy  
13 of the revised RSA and requested that other school superintendents be consulted on how  
14 their policies have been revised. Mark will get more information for the Board.

15  
16 Policy JIBB – Board Members/Student Members was presented to the Board with  
17 additions. The Board had requested these changes and additions be made to this policy.  
18 The memo is included in the Board packet, listing the additions.

19  
20 ***A motion was made by Pret Tuthill, and seconded by Sean Embree, to adopt the***  
21 ***amendments to Policy JIBB – Board Members/Student Members. The motion passed***  
22 ***unanimously.***

23  
24 Policy JLCD – Administering Medicines to Students - was presented to the Board with a  
25 few changes. There was a memo included that listed the changes.

26  
27 ***A motion was made by Pret Tuthill, and seconded by Heidi Hutchinson, to adopt the***  
28 ***amendments to Policy JLCD – Administering Medicines to Students. The motion***  
29 ***passed unanimously.***

30  
31 *“On the Horizon:* Diane will not be available for the August 12 meeting. Pret will be  
32 available to chair the meeting. It was agreed that it is not necessary to have a meeting on  
33 August 26. If there are personnel issues or new hires, a meeting will be scheduled. The  
34 Board members were requested to stop in at the SAU office to sign the manifest on that  
35 date.

36  
37 NEW BUSINESS

38 *Teacher Workshop Schedules:* Mark had asked for the Administrators to submit  
39 schedules for the 5 teacher workshop days for 2010-2011. He wanted to show and share  
40 the plans with the Board. Pret stated that he really liked being able to review the  
41 schedules. He asked what the “clickers” for student response was. It is a new tool being  
42 used in the classrooms with the Smartboards. The teachers can ask the class a question  
43 and each student can respond and their answer goes on the board with their name. Pret  
44 asked if the Board could have a demonstration at an upcoming meeting.

1 *Instructional Time Schedules/Master Schedules for BMS & BHS:* Mark asked the  
2 Administration to submit the Master Schedules and Instructional Time Schedules for  
3 each subject, how many students in each class and break and recess times. Tom asked if  
4 the high school changes the start and stop time, will it affect the Huot Tech Center  
5 classes. Russ told him that it will not affect that schedule. The students do not leave for  
6 the Tech until 8:30 or 8:45am.

7  
8 *Enrollment Projections:* The enrollment report was included in the Board packet. There  
9 are always more Kindergarten and Preschool registrations before school starts. This year,  
10 enrollment in all schools seems to be staying about the same. Last year there was a rise  
11 in enrollment.

12  
13 *Summary of Bullying Legislation Information:* Mark included a memo highlighting some  
14 things that should be included in the new Bullying policy. He also included a sample  
15 policy. This is provided for information to the Board.

16  
17 *Summary of Truancy Legislation Information:* Mark included a memo highlighting some  
18 important information to consider including in the new policy and a sample policy. Tom  
19 asked if Truancy is growing or is it a number that basically remains the same from year to  
20 year. Aaron stated that there is a handful of students that are truant each year. Russ  
21 added that there doesn't seem to be much of a problem with Truancy once the student  
22 reaches high school. The elementary school has some Truancy issues. They will refer the  
23 student to DCYF and a letter is also sent home to the parents. At the middle school the  
24 SRO is sent out to bring the student to school. If that continues and doesn't help then the  
25 school will get the court involved for educational neglect.

26  
27 *School Board Retreat:* Mark and Diane had discussed having a Board Retreat. Diane has  
28 been on the Board for four years and during that time there has not been a retreat, other  
29 than planning the steps and procedures when looking for a new School Superintendent.  
30 The first option could be to have a trained consultant for retreats from the NHSBA. The  
31 second option is to set a date with a block of time to go over focus issues with the new  
32 Superintendent. Tom shared that the retreats he has attended have been very effective,  
33 but the topics of discussion need to be narrowed down to just a few. Mark suggested that  
34 the Board members should give the Chairman their top two choices for discussion ahead  
35 of time. Gretta added that an individual facilitator does help to keep the retreat on task.  
36 It was decided for the Board to decide on two topics for the retreat. The date and time  
37 agreed upon is October 28, 2010.

38  
39 *(Other) – Buildings and Grounds: Middle School Boilers:* The middle school is in need  
40 of a new boiler system. The old system had been repaired a few years ago, but now it has  
41 died and it can not be repaired. Doug is currently looking into new systems and different  
42 options. Pret informed the Board that this is going to cost between \$60,000 and  
43 \$75,000.00. It is currently being looked into as to funding this project. There is some  
44 money in the Expendable Trust and there is some money in the Energy Efficiency Grant.

45

1 SAU Renovation: Pret requested that the SAU have two offices build in the back room of  
2 the SAU. It is where there are currently five people sharing one large area. It is  
3 recommended that the room be divided to add two more offices. Tonyel is in need of a  
4 dependable, confidential area for meeting with people and on phone calls. The current  
5 room is very noisy and wide open. The estimate to put up full walls with two doors and  
6 two windows is about \$10,000.00. The Board took a walk over to the SAU to see exactly  
7 what work is needed to be done for this. This seems to be the best option and use of  
8 space for this area. The price for this work sounds very high. It was suggested to look  
9 into different options for walls and to get two more bids. Tom stated that the public  
10 needs to be notified of this renovation. It was suggested to be included on the district  
11 web page and to have a press release.

12  
13 *A motion was made by Pret Tuthill, and seconded by Heidi Hutchinson, to spend up to*  
14 *\$10,000.00 from the Unencumbered/Unexpended Trust Fund 2009-2010, for adding*  
15 *partitions in the SAU Building for the Curriculum Coordinator's office and the*  
16 *Director of Student Services' office. This is contingent upon two more quotes on dry-*  
17 *wall and investigating portable/removable partitions. The motion passed unanimously.*

18  
19 ADJOURNMENT

20 *At 7:55pm, Diane O'Hara adjourned the meeting, accompanied by a motion from Tom*  
21 *Goulette, and seconded by Sean Embree, and by unanimous roll call vote to enter into*  
22 *non-public session, in accordance with RSA 91-3:II(a)(b)(c).*

23  
24 Respectfully Submitted,

25  
26  
27 Stacy S. Kruger  
28 School District Clerk  
29  
30  
31  
32  
33