

Franklin School Board Meeting Minutes
Franklin High School – Cafeteria

February 15, 2021
6:00 PM

Board Member Attendees: Tim Dow – Chair, Maureen Aube, Deborah Brown, Delaney Carrier, Glen Carter (ZOOM), Cecile Cormier.

Absent Board Members: Paul Doucette, Susan Hallett-Cook, Christie Martin.

Administration: Daniel LeGallo – Superintendent, Jefferson Braman – Business Administrator, Jule Finley – Curriculum Director.

Others: Colleen Conway (School Board Clerk-Pro-temp)

Call to Order by Tim Dow, School Board Chairperson, at 5:50 PM

MOTION: Glen Carter moved to go into Non-Public session in accordance with RSA 91A, paragraph II a, b and c (Personnel) at 5:51 PM, seconded by Deb Brown.

Motion Carried Unanimously by Roll Call Vote

MOTION: Tim Dow moved to come out of Non-Public session at 5:56 PM, seconded by Deb Brown.

Motion Carried Unanimously by Roll Call Vote

No Action was taken during the Non-Public Session.

Susan Hallett-Cook and Christie Martin joined the meeting at 5:58 via ZOOM.

Regular meeting called to Order by Tim Dow, School Board Chairperson, at 6:00 PM

Board Member Attendees: Tim Dow – Chair, Maureen Aube, Deborah Brown, Delaney Carrier, Glen Carter (ZOOM), Cecile Cormier, Susan Hallett-Cook (ZOOM), Christie Martin (ZOOM).

Absent Board Members: Paul Doucette.

Administration: Daniel LeGallo – Superintendent, Jefferson Braman – Business Administrator, Susan Blair – PSS Principal (ZOOM), Rebecca Butt - Director of Special Education (ZOOM), Carrie Charette – FHS Principal, Dan Clark – Facilities Director (ZOOM), Ken Darsney – FMS Principal, Robyn Dunlap – IT Director (ZOOM), Jule Finley – Curriculum Director, Barbara Slayton - Wellness Coordinator (ZOOM), Jason Trafton – FMS Assistant Principal (ZOOM), Tim Westphal - FHS Assistant Principal.

Others: Ariel Braggins, Music Teacher (ZOOM), Noah Lira, Social Studies Teacher (ZOOM), Colleen Conway (School Board Clerk-Pro-temp), no guests, multiple Live Stream Viewers.

AGENDA:

ITEM #1 - Call to Order by Tim Dow, School Board Chairperson, at 6:00 PM

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Tim Dow called for a Roll Call of Board Member Attendees as is reflected above.

All stood for the Pledge of Allegiance to the American Flag

Colleen Conway (Clerk Pro-temp), confirmed that the meeting was posted as required by law.

ITEM #2 – Public Participation

Tim Dow instructed community members on how to participate in this public meeting:

Community Members may attend the meeting in person, or email the Superintendent questions/comments prior to the meeting at dlegallo@gm.sau18.org. Please include name. All questions and comments will be read into the minutes. During the meeting the public may participate by calling the Superintendent's phone number at 266-9833, if you prefer not to attend. Public may view the meeting on our YouTube channel using this link: <http://bit.ly/2UXbKYi>

No one from the public was present in the room nor via zoom.

Three emails were read aloud and will be attached as read into the minutes by Superintendent LeGallo:

From Jennifer Turner regarding in person schooling

From Rebecca Beaupre regarding attendance at sporting events

From Dan and Tiffany Freeman regarding remote learning

ITEM #3 – Recognition

Mr. LeGallo wanted to recognize the Humphrey Family for their donation of \$500 toward the Drama Program.

Mr. LeGallo also wanted to recognize David Vesey for producing desks through a donation of material and construction for students in our district. A formal invitation will be sent to Mr. Vesey to attend the March board meeting for a formal recognition.

Chair called for Discussion: Deb Brown inquired as to action required to accept the \$500 donation, per Policy, the Board is only required to formally accept gifts in excess of \$500.

ITEM #4 – Approval of Prior Board Minutes

Minutes of the January 19, 2021 Board Meeting were presented for approval:

MOTION: Deb Brown moved to table the School Board Minutes for January 19, 2021 as presented due to a number of errors and omission that require correction, seconded by Cecile Cormier.

Chair called for Discussion: Point of order – any corrections need to be submitted to

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the full board in writing. Deb says at this time she is looking for feedback from the Superintendent as to what items need correction.

Motion Carried Unanimously by Roll Call Vote

ITEM #5 – FHS Student Representative Report: - None given

ITEM #6 – Franklin High School Schedule Presentation

Carrie Charette, FHS Principal, Tim Westphal, FHS Assistant Principal, Ariel Braggins, Music Teacher, and Noah Lira, Social Studies Teacher presented data indicating a need for a schedule adjustment at the High School to a 5x5 block schedule. A copy of this presentation will be uploaded for public viewing. The new schedule is requested for more consistency with learning, stronger teacher and student relations and to more effectively provide support for student needs. In addition, more students would be eligible for participation in the HUOT and Agriculture programs. Carrie also presented the concept of Freshman Academy and an Executive Functioning class for upper classman.

Chair called for Discussion: A question and answer session followed the presentation:

MOTION: Tim Dow moved that the FHS Principal and Administration along with the Superintendent move forward with the 5x5 block schedule by gathering community input, seconded by Deb Brown.

Motion Carried Unanimously by Roll Call Vote

ITEM #7 – Old Business

➤ Financial Report

Jefferson Braman stated that the financial reports are in the shared folders. Since the last report, we have expended or encumbered an additional \$101,558 most of which is additional SPED costs. Revenue was increased by \$31,532 in additional Medicaid reimbursements and food service revenues. The budget proposal is on track for presentation and will be brought to the Wednesday, 2/17 Finance Committee meeting. The district has been allocated \$2,662,250 in ESSER II funding thru 09/2023.

➤ FY 19/20 Draft Financial Statements have been uploaded to the shared drive. The district had no questionable costs or material findings as a result of the audit, and Jefferson would like to express his gratitude to the business office and district staff that did their best to follow sound processes and internal controls to afford us this qualified result.

Chair called for Discussion:

Deb Brown inquired as to the funding balance remaining in the SPED budget and if it will get us to the end of the year. Jefferson explained that we are

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always subject to additional costs due to unforeseen services or placements that are mandated by law. The encumbered funds showing in the special education budget include payroll costs anticipated through the end of the year based on current staffing.

➤ Committee Reports:

- Innovation and Improvement (I2): Delaney Carrier – The committee met on February 3rd and continued with organizing and prioritizing the agenda for the committees' work for this year. These items include the schedule change as presented earlier, school start times, expansion of the pre-school program, completion of the annual report and public zoom options for committee meetings. The next meeting is March 3rd at 5:30 in the SAU office.
- Finance/Capital Improvement: Deb Brown – The finance committee will be meeting on Wed 2/17 at 5:30 to continue with the budget process.
- Policy: Cecile Cormier – The new policy committee had its 1st meeting last week on 2/9 and have a number of policies for consideration later in this meeting. The next meeting is scheduled for March 2nd at 6pm in the SAU office.
- Legislative NHSBA: Tim Dow – The chair receives weekly legislative updates from the state. He and the Superintendent co-authored a letter of opposition in regard to HB20 to the House Education Committee. A link to these updates will be sent to the other board members.
- No other committees reported at this meeting.

ITEM #8 – New Business

➤ Update from Superintendent Daniel LeGallo

- Hybrid Update: NH Public Health has updated the response matrix which is a little less restrictive given a bigger push for returning students to school. I2 committee continues to keep this on their agenda. We still have 25% of our families choosing remote attendance. The school reopening plan and Memorandum of Agreement (MOA) with the teachers' union continues to be followed as accepted by the Board on August 3, 2020. Currently we have started a wait list for 3rd grade students wanting to return. The district would need an additional 3rd grade teacher and need to utilize the Library in order to maintain the six foot recommended distancing. Logistical accommodations would also be needed with our bus company. The Superintendent is looking for input from the board regarding the Hybrid Model. New board members will be provided with a copy of this plan which is also available on our website.

Chair called for Discussion:

Delaney Carrier indicated that we are on par with schools surrounding our district with our Hybrid Model. Deb Brown inquired as to the logistics of adding a 3rd grade teacher and where the class would meet. Christie Martin

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indicated that she thinks we should be looking and planning for a full return but should keep the modified time but that distancing should be further discussed.

Susan Hallett-Cook left the meeting at 7:34 pm with a quorum still present.

Tim Dow would like to survey the families for their input as it is important to see how the parents are feeling. We are not behind what other schools are doing, but the community needs input. Delaney then asked Mr. LeGallo to reference our plan and the MOAs for reasoning of continuing hybrid verses full return. Dan LeGallo indicated that the updated NH Public Health matrix and the CDC guidelines are in conflict. The new matrix calls for a return, but our facilities and buses do not allow for us to return according to CDC guidelines of maintaining six feet. We do not have the space, staff or buses available to maintain that six feet. Cecile Cormier thinks our current Hybrid plan has worked well and would prefer to maintain that six-foot standard rather than reduce to three or four feet which is what other schools are proposing in order to fully open. Delaney Carrier inquired as to why we did not use the fifth day for in person learning as we had discussed in the fall. Mr. LeGallo explained that just as we began to look at this, we had our first case in the district and there was an uptick of cases in the community and across the country which is why we held off. Mr. LeGallo wanted to make it clear that there has been no spread tied to in school situations. All cases have been contracted from outside the school. This has provided confidence to our staff and families that we can keep them safe. Originally there were 40% of families wanting to attend remotely, that number has consistently come down. This is why we are discussing this tonight as 3rd grade students are looking to return. Christie Martin is concerned about student attendance as they are not always attending online. Glen Carter recommends hiring another teacher so that these students can return, but to spend time doing a full return correctly and not in a hurry. Consensus was reached to have the Superintendent send out another attendance survey to the families.

MOTION: Deb Brown moved to allow the Superintendent to hire a 3rd grade teacher if so needed, seconded by Glen Carter.

Motion Carried Unanimously by Roll Call Vote

- School Start Times and End Times Survey Update: The Superintendent presented the board with the results of the survey including questions and answers. Members of the Board had questions and concerns regarding this data and process. Tim Dow reminded them that this is the beginning of looking at this process and the Superintendent will continue gathering information and input for the Board to consider.

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- Resignations: Mr. LeGallo requested that the Board consider the resignation of Brian O'Conner, Science Teacher.

MOTION: Glen Carter moved to accept the resignation of Brian O'Conner with regrets, seconded by Cecile Cormier.

Chair called for Discussion: None

Motion Carried Unanimously by Roll Call Vote

- Nominations: Mr. LeGallo requested that the Board consider the nomination of Julia Kummerfeldt as the new High School Science Teacher.

MOTION: Glen Carter moved to accept the nomination of Julia Kummerfeldt as the High School Science Teacher, seconded by Cecile Cormier.

Chair called for Discussion: None

Motion Carried Unanimously by Roll Call Vote

- Facilities Fee Schedule: Mr. LeGallo provided the Board with material previously requested by Deb Brown regarding facility fee schedules and use. Deb indicated that this answered her questions.
- Flashing Safety Lights: Dan Clark, Facilities Manager reported that the safety lights have been inspected and repaired. The solar battery was failing, so it was replaced. The times have been set to come on at 6:45am and off at 7:40am in the morning and on again at 1:15pm off at 2:30pm and shut off on weekends. It has also been set for daylight savings and can be adjusted as needed in the future.
- Graduation Date: Mr. LeGallo recommended that June 18th be set for senior graduation.

MOTION: Deb Brown moved to set the graduation date as Friday, June 18th 2021, seconded by Maureen Aube.

Chair called for Discussion: None

Motion Carried Unanimously by Roll Call Vote

- Middle School Entry Update: Nothing at this time, tabled for next meeting.
- Zoom Public Option for Committee Meetings: Delaney Carrier presented his hopes to allow that the public be able to view the meetings. Ken Darsney spoke to the need for others to be trained to use the equipment. It would be up to committee chairs as to participation by viewers and how that would be conducted.

MOTION: Tim Dow moved to allow the public to participate in committee meetings at the committee chairs discretion via Zoom, seconded by Delaney Carrier.

Chair called for Discussion: None

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Motion Carried Unanimously by Roll Call Vote

- ESSER II Funds Acceptance: As noted in the finance report the district has been allotted \$2,662,250 from the Federal ESSER II Funds.

MOTION: Deb Brown moved to accept the ESSER II Fund allocation from the federal government in the amount of \$2,662,250, seconded by Delaney Carrier.

Chair called for Discussion: Deb Brown inquired as to the use and timing of these funds. Mr. Braman indicated that although the guidance is vague, it does cover everything ESSER I covered, Title Grants plus a lot of other items thru September 30, 2023. The details are being reviewed by the Finance Committee through the budget process.

Motion Carried Unanimously by Roll Call Vote

- 21/22 Calendar Reconsideration: Having been notified by the state that Massachusetts has set their February vacation to the same week we had intended, the Superintendent requested that the Board alter February Vacation to coincide with other schools in the region and as to not conflict with the Massachusetts schedule.

MOTION: Cecile Cormier moved to change February vacation to February 28th to March 4th 2022, seconded by Glen Carter.

Chair called for Discussion: None

Motion Carried Unanimously by Roll Call Vote

- Strategic Plan Discussion: The Superintendent presented the notes and list of items that came up in the strategic planning session of last fall. He recommended that this list be passed on to the I2 committee for further review and recommendations. By consensus, the Board moved the list to the I2 Committee.
- House Bill 20: Tim Dow and Dan LeGallo coauthored a letter to the House Education Committee in opposition of this bill also known as the “voucher” bill. This Bill would have a devastating financial effect on this district. Tim Dow indicated that he would continue to testify and address legislation as needed. Glen Carter reserved the right to revisit this subject after he has had an opportunity to do more research on the subject.
- NHSBA Training Session: Thursday March 4 at 6pm at the High School Cafeteria, we will hold a training for the School Board with the Superintendent and Business Administrator participating. This is a 90-minute session intended to review roles and responsibilities.
- Budget Work Session: This session is scheduled for Monday March 8th at 6pm in the High School Cafeteria. All Board members, the Superintendent and Administrators should be in attendance.

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Glen Carter left the meeting at 8:33 pm with a quorum still present.

ITEM #9 – Administrative Reports:

Tim Dow directed Board members to the shared drive for full versions of administrative reports.

- Curriculum Report: Jule Finley thanked Cecile Cormier and Delaney Carrier for participating in the Portrait of a Graduate working team meetings and invited all others to participate. She also wanted to invite you all to attend Anesthesia. This has been an amazing project written, produced and directed by two seniors which is quite a feat. If the Friday show is snowed out, we will honor those tickets on Saturday and add a show if needed.
- Special Education Report: Rebecca Butt wanted to highlight that the district is contracting with a billing company for our orders on our OT services thru MSB in order to establish a better reimbursement rate. The cost is \$30 per order per student with a \$10 fee for any additional orders. This new process will more than pay for itself. Also, Indicator 11 is coming up for review and she will keep the Board advised. The district currently provides services to more than 100 students.
- PSS Principals Report: Susan Blair highlighted the social and emotional programs that have been happening at PSS. Thank you to the maintenance department for making a sledding hill for the students use. Something to Celebrate is a new program for Remote Learner Superstars so that they can be recognized for their hard work. In addition, a bumper sticker is being developed for families to show our appreciation for all they do at home. This week they will be celebrating the book “Snowmen at Night”, please visit the Facebook page for more on this winter fun.
- FMS Principal’s Report: Ken Darsney reviewed his report highlighting the teacher brag reports included in his report. He also wanted to point out that this year we will have ten cohort students from PSU at the Middle School to work with our Teachers.
- FMS Assistant Principal’s Report: Jason Trafton has been working closely with students to reduce truancy and to encourage good etiquette and proper behavior for online learning. Ken wanted to take this time to thank Jason for all of the surveys he has been producing and for the exemplary work he is doing monitoring with “go guardian” to keep track of student activity when they are supposed to be online.

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- FHS Principal's report: Carrie Charette noted that there is increased interest in Freshman and Juniors to return to campus. The Lakes Region Community College has begun the Manufacturing Math class and we have twelve students enrolled. The Student Council has been busy working on activities for winter carnival to take place in March. Principal Charette asked that on March 24th, any student not participating in SAT's be remote.

MOTION: Tim Dow moved to make March 24th a remote day for any student not participating in the SAT's on that day, seconded by Cecile Cormier.

Chair called for Discussion: None

Motion Carried Unanimously by Roll Call Vote

- FHS Assistant Principal's Report: Tim Westphal reported that incidents have decreased to 4 or 5 in the past month on the discipline front. In addition, there has been a substantial increase in daily attendance rates both on campus and remote. Attendance across the board has been improving 8% to 10% daily.
- Recognition: Tim Dow wanted to congratulate former Franklin School Board Member, Councilwoman and FHS Alumni, Olivia Zink as Mayor Pro-temp for the City of Franklin.

ITEM #10 – Policy

- **2ND READS:**
 - Policy IMBA: Distance Education
 - Policy KA: School, Family and Community Partnerships
 - Policy KCD: Public Gifts – Donations
 - Policy KDA: Public Information Program
 - Policy KED: Facilities or Services – Grievance Procedure (Section 504)
 - Policy KF: Use of School Buildings and Facilities
 - Policy KH: Public Solicitations in the Schools
 - Policy KHB: Advertising in the Schools

MOTION: Deb Brown moved to approve the policies as presented, seconded by Delaney Carrier

Chair called for Discussion: Cecile Cormier questioned the amount of time involved in the Grievance Procedure. Tim Dow explained that this policy covers the guidelines of the rehabilitation act of 1973.

Motion Carried Unanimously by Roll Call Vote

- **1ST READS:**

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- Policy BGAA: Policy Development, Adoption and Review
- Policy BHE: School Board use of Email and Other Electronic Communications
- Policy EB: Workplace Safety Program & Joint Loss Management Committee
- Policy EBB: School Safety
- Policy GBCE: Background Investigation and Criminal History Records Check
- Policy GBCE: Training and information Relative to Child Sexual Abuse Prevention
- Policy JCA: Change of Class of School Assignment Best Interest and Manifest Hardship
- Policy JLCJ: Concussions and Head Injuries

MOTION: Deb Brown moved to approve the 1st read of these policies as presented, seconded by Delaney Carrier

Chair called for Discussion: None

Motion Carried Unanimously by Roll Call Vote

➤ **WITHDRAWALS:**

- Policy ADD: Safe Schools: replaced/covered by EBB
- Policy KBA-E2: What are the Requirements for a Legal School Board Meeting? replaced/covered by BEDB, BEDA and BEDH
- Policy KBAA: Policy on Right to Know Law RSA 91A: replaced/covered by EH

MOTION: Deb Brown moved to withdraw these policies as recommended, seconded by Delaney Carrier

Chair called for Discussion: None

Motion Carried Unanimously by Roll Call Vote

ITEM #11 – Late Items/Other: None

ITEM #12 – PUBLIC PARTICIPATION

There is no public participation within the room or online. Mr. LeGallo received a text message from Melinda St. Cyr, a parent, who wanted to show her appreciation to the board, “I know a lot of parents are pushing for a return to normal and its comforting and reassuring to know that you are all considering everything, class size, distancing, teacher safety, etcetera. Thank you.”

Chair called for Discussion: None

ITEM #13 – NON-PUBLIC SESSION (Personnel)

MOTION: Deb Brown moved to go into Non-Public Session in accordance with RSA 91A, paragraph II a (Personnel) at 9:00 PM, seconded by Delaney Carrier.

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Motion Carried Unanimously by Roll Call Vote

Christie Martin - Board Member was the only one in the meeting virtually and certified that no one else was present in the room during this time. Dan LeGallo-Superintendent, Jefferson Braman-BA, Jule Finley-Curriculum Director and Colleen Conway - School Board Clerk (Pro-temp) remained in the room with all other Board Members

MOTION: Deb Brown moved to come out of Non-Public session at 9:12 PM, seconded by Maureen Aube.

Motion Carried Unanimously by Roll Call Vote

No Action was taken during the Non-Public Session.

ITEM #14 – ADJOURNMENT

MOTION: Tim Dow moved to adjourn at 9:13 PM, seconded by Deb Brown.

Motion Carried Unanimously by Roll Call Vote