

Stewartstown School Board Meeting Minutes							
Date		January 3, 2022					
Time		5:00 p.m.					
Location		Stewartstown Community School					
Chairperson		Philip Pariseau					
Attendance							
Attendance Legend: <b>P</b> – Present at SCS <b>A</b> – Absent <b>Z</b> – Via Zoom <b>C</b> – Cell Phone							
School Board Members				Principals		SAU Members	
P	Christina “Nina” Brochu	P	Philip Pariseau	P	Stephanie Humphrey	P	Debra Taylor
P	Betsy Gray					P	Cheryl Covill
Public in Attendance: None							

Philip opened the meeting at 5:00 pm.

**Adjustments to the Agenda:** Employee resignation and nonpublic session for personnel matter.

**Hearing of the Public:** None

**Reading of the Minutes:** School Board Meetings of December 6, 2021

Correction under New Business: Requests for Proposals – Bid from Wells Excavation for end and back of the drive should be \$131,867 not \$831,867

B. Gray/P. Pariseau: To accept the minutes of December 6, 2021 as corrected.

VOTE: AFFIRMATIVE

**Special Report:** None

**Policy Review:** Procurement, Internal Controls & District Safety

(Complete policies are available on school website)

1. Procurement references the PCard and has been previously adopted.
2. PURCHASING AND PROCUREMENT MANUAL (changes made from previous edition)
  - a. **For all purchases from \$5,000.00 to \$10,000.00** The buyer must obtain three (3) price comparisons/quotes by other source, but the buyer may elect to seek a price from a single vendor (see #12, Sole Source Vendors). Requests for Proposals shall be advertised on the school district website. If the Quote requests contain local items an ad will be placed in the newspaper. Quote requests will be sent to potential vendors.
  - b. **For all purchases from \$10,000.01 to \$14,999.99** Buyer is suggested to obtain three (3) price comparisons/quotes, in writing, but the buyer may elect to seek a price from a single vendor (see #12, Sole Source Vendors) for those services that are highly specialized, or to support continuity of service over the years and highly specialized. Requests for Proposals shall be advertised on the school district website. If the Quote requests contain local items an ad will be placed in the newspaper. Quote requests will be sent to potential vendors.
  - c. **For all purchases \$15,000.00 but not exceeding \$99,999.99** Obtain and document at least three written Requests for Proposals (RFP), evaluate the quotations, and award the bid. If items or services are highly specialized, sole

sourcing purchasing may be allowed, see guidelines listed under Sole Sourcing Purchasing. (See #12, Sole Source Vendors). RFP's will be sent to known vendors and posted on the school website. If service is of local nature, it will be advertised in the local newspapers.

- d. **For all purchases \$100,000.00 or above** Written, sealed bids are required for the provision of goods and services at this threshold. To facilitate competitive bidding, notices for solicitation are required to be posted on the District's website. See section 9 for procedures. All capital projects will be advertised via a statewide newspaper as well as RFPs submitted to potential bidders.
  - e. Food Service Procurements are set by the USDA
- 3. Internal Controls are guidelines
  - 4. District Safety Plan

B. Gray/C. Brochu: To adopt both policies described above.

VOTE: AFFIRMATIVE

### **School Administrator's Report – Stephanie Humphrey**

- 1. Stephanie presented her written report.
  - A. Month of December was so much fun and exciting. Students in all grades worked on different learning activities and projects. During the last week before vacation, we have three days of Holiday Spirits.
  - B. Afterschool program and has concluded and will begin again on January 4.
  - C. On December 8, staff met in their PLC groups and continued working on competency-based work.
  - D. Teachers had a second training on A.L.I.C.E., the Alert, Lockdown, Inform, Counter, Evacuate system.
  - E. On December 10, the threat across the country on Tik Tok prompted a phone call to the New Hampshire State Policy who sent two officers to our building. There were there during drop-off and dismissal times. Border Patrol officers also had a presence on school grounds during the day. Teachers were extra aware, but handled the situation with professionalism. One change was no classes went outside for recess.
  - F. Stephanie included her entry plan with both completed and upcoming items.

### **Superintendent's Report – Dr. Debra Taylor:**

- 1. Dr. Taylor included a written report in the packet.
  - A. Wished everyone a Happy New Year.
  - B. Asked for everyone's patience and understanding during the Covid-19 pandemic
  - C. School budgets are underway. Cheryl will discuss Stewartstown's budget in her report.
  - D. School Board Elections will be held in March. Both Philip's and Nina's terms are up this year. Filing declarations are available at Patricia Grover's house (School District Clerk). She included a statement that will be in our school newsletters about joining the school board.
  - E. Board Policy Committee meetings were held in November and December. Each board will review procurement policies for subsequent adoption.
  - F. SAU 7 Board endorsed the updated SAU 7 Strategic Plan
  - G. Stewartstown Community School received approval from the voters to allocate \$84,270.00 in additional adequacy aid to complete building and grounds projects.

- H. Colebrook School Board is seeking designation as a Career Technical Education Center with six new CTE programs planned.

**Business Administrator's Report – Cheryl Covill:**

Cheryl has been working on the budgets so did not have a written report.

- A. She presented draft warrant, estimated revenue, and budget summary sheets.
- B. She reviewed the changes that had been made to the 2022-2023 budget

B. Gray/C. Brochu: To present the budget as written to the Budget Committee.

VOTE: AFFIRMATIVE

- C. We hope to meet with the Budget Committee on January 19 at 6:00 pm at SCS.
- D. Public Hearing will be held on February 7 before the Board meeting.
- E. Annual District Meeting is on March 7 at 6:00 pm. School Board will meet prior to that at 5:00 pm.
- F. We are still short a bus driver, so Dennis has been driving.

**Unfinished Business:**

Budget and Warrant, which were discussed during Cheryl's report

**New Business:** Staff Appreciate Gifts were reviewed by the Board

**CONNECTICUT RIVER COLLABORATIVE COMMITTEE:** No Report

**Other Business:**

- A. Staff Resignation: Jeannette D'Amato, Library Assistant has submitted her resignation as of January 14<sup>th</sup>. Her position has been posted on School Spring. Betsy Gray asked that in the future, please inform the Board before positions are posted.
- B. LTS appointment – Due to the resignation of Candi Placey, we are without a Long-Term Substitute. Brittany Humphrey is available to fill this position if she is released as a regular sub. This is a full-time position paid by a grant. Policy GBEBE would need to be waived as her mother would be her supervisor. Stephanie stated that if a problem arose, Dorothy Stebbins, assistant principal, or Debra Taylor, superintendent, would deal with the issue rather than Stephanie. This generated Board discussion. Betsy is not comfortable with employing her due to policy GBEBE and possible conflict.

C. Brochu/P. Pariseau: To waive policy and employ Brittany Humphrey for a 30-day trial period.

VOTE: YES – 2; NO – 1

- C. The HVAC request for proposal that was opened at the last meeting was discussed. Colebrook and Pittsburg both rejected the bids they received due to the high cost. Cheryl is hoping that there will be more bidders if we reject this bid and put out another request for proposal.

B. Gray/C. Brochu: To reject the bid received from CX Associates on December 6, 2021.

VOTE: AFFIRMATIVE

**Meetings:**

- Stewartstown School Board: Monday, February 7, 2022 at 5:00 pm with Public Hearing on the Budget the same day at 6:00 pm.

Patricia left at 6:18 pm as the Board went into nonpublic session to discuss a personnel matter and a stipend.

Respectfully submitted,

Patricia E. Grover  
Minutes Taker

B. Gray/C. Brochu: Motion to enter non-public session in accordance with RSA 91-A:3, II(a) at 6:19 pm.

ROLL CALL VOTE: C. Brochu – yes; B. Gray – yes; P. Pariseau – yes

- Cheryl Covill, Debra Taylor, and Stephanie Humphrey were present during the non-public session.

B. Gray/C. Brochu: Motion to leave a non-public session and return to the public session at 6:35 pm.

ROLL CALL VOTE: C. Brochu – yes; B. Gray – yes; P. Pariseau – yes

Adjournment:

B. Gray/C. Brochu: Motion to adjourn the meeting at 6:36 pm.

VOTE: AFFIRMATIVE

Respectfully submitted,

Debra J. Taylor  
Superintendent

**Adopted 02/07/2022**