

**KEENE BOARD OF EDUCATION  
Public Meeting Minutes**

**DATE:** Tuesday, September, 13, 2011

**LOCATION:** Large Group Instruction Area, Keene High School, 43 Arch Street, Keene, NH

**CALLED TO ORDER:** 6:30 PM

**TIME ADJOURNED:** 9:16 PM

**BOARD MEMBERS PRESENT:**

- Kathleen O'Donnell, Chair
- Neil Donegan
- Christopher Coates
- Mark Nugent
- Ann Szot
- Kris Roberts
- Carl Panza
- Kristin Blais
- John Stewart

**ADMINISTRATORS PRESENT:**

- William Gurney, Co-Superintendent
- Wayne Woolridge, Co-Superintendent
- John Harper, Finance Director
- Catherine Woods, Special Education Director
- Paul Cooper, Human Resources Director
- Tom Remillard, Buildings and Facilities Director

**OTHERS PRESENT:**

- Christine Weeks, Public Information Coordinator
- Jordan Hastings, Student Representative
- Members of the Public – approximately 20
- Members of the Press - 1
- Cheshire TV crew
- Britta Reida, Stenographer

Chair O'Donnell called the meeting to order at 6:30 PM. She thanked Cheshire TV and the volunteers.

**1. Public Input**

*Martha Landry, of 18 Algonquin Drive, Keene,* stated that she is present to advocate for her fifth grader at Fuller School. She expressed her concerns about Fuller School exceeding the Board's recommended target ratio of 25 students to one teacher. There are currently two fifth grade sections -- one with 26 students and one with 27. She is not sure that the stated mission of the district of "providing students with the tools to become productive and responsible in an ever-changing world" can be accomplished with such large classes, and many other parents have similar concerns. She expressed concern about the teachers' ability to give accurate student evaluations and one-on-one time, to keep order and physically configure the classroom in a way that ensures comfort and minimizes distractions. She challenged the Board and staff to find the necessary money in the \$62 million budget to restore the third fifth grade class at Fuller.

*Craig Sylvern, of 4 Skyview Circle, Keene, stated that he is also here to express concern about class sizes at Fuller. He continued that these students have been split into three sections from grades K through 4, and concerns about reducing to two sections have been raised for many months or years. The decision not to add a third section was made without consulting the teachers who know what is best for their students. Symonds had another section of fifth grade added and Fuller parents are wondering why that cannot happen at Fuller. Fuller has space issues that would make it difficult and disruptive to add a third section. If the decision was made tonight to add a third section, it would take weeks to implement. Parents may not want their kids to switch classes now, when bonds with students and teachers are already forming. However, it is not too late for next year's children. He urges the Board to closely monitor the class sizes, ensure that all people involved meet sooner rather than later so the kids can have an outstanding fifth grade experience.*

*Kristin Smith, of 200 West Surry Road, Keene, stated that she has children in fifth, fourth and first grade at Fuller School, and she has a teaching background. She is deeply concerned about the loss of one-on-one contact time. Adding other professionals to the already full classrooms will literally fill the classrooms up and grouping will be difficult. She asked the teachers what she can do to help and was told that they want smaller classes. Ms. Smith continued that one of her children excels and another receives special education services, so she understands both sides, and believes smaller classes would benefit all kids. She previously expressed concerns about the large class sizes and was told that due to budgetary constraints and the fact that the number of students in the two sections were close to Board recommendations that nothing could be done. However, when she learned that Symonds added a third section, it showed that budgets *could* be aligned differently. She expressed confusion about the role of the Board. A Board member told her that the Board does not dictate what the schools do and the principals are the ones that make decisions. However, Fuller School administration informed her that she should speak to the Board about her concerns.*

*Tania Coffin, of 35 Woodbury Street, Keene, parent of a fifth grader at Fuller, stated that she wishes to reiterate the concerns of the other parents. She continued that her family made a conscious decision to live in the Fuller district because they loved it so much. Last year it came as a shock when the three fourth grade classes were combined into two fifth grades. She is an educator and conducting science labs with even 20 fifth graders is hard. She cannot imagine trying to do hands-on science with 26 or 27 active fifth graders. She asked the Board to please give the parents' request for a third section of fifth grade some thought.*

## **2. Consent Agenda**

**--Agenda Item #3 – Approval of Minutes**

**--Buildings, Facilities, and Ancillary Services Committee items**

**--Finance Committee Item**

*MOTION: Ms. Blais made a motion to approve the consent agenda as presented. Mr. Coates seconded the motion, which passed by a unanimous vote of 9-0.*

### **3. Approval of Minutes**

**--June 13, 2011; June 14, 2011; August 9, 2011; August 29, 2011**

*MOTION: Ms. Szot made a motion to reconsider the June 14, 2011 minutes. Mr. Coates seconded the motion, which passed by a unanimous vote of 9-0.*

*MOTION: Ms. Szot made a motion to make the following correction on page 5 five: Mr. Stewart's motion was for the KBE to suspend the rules for the reading of Policy IKF only, not "all of the above policies." The policies other than IKF were coming to the Board for the first reading. Mr. Stewart seconded the motion to correct the minutes, which passed by a unanimous vote of 9-0.*

### **4. Report of the Student Representative – Jordan Hastings**

Mr. Hastings reported the following:

- Homecoming is on October 14, with the parade taking place on Arch Street, followed by a football game. The theme this year is children's books.
- New teacher orientation was August 31.
- Renaissance and Student Council have been combined since they have the same goals and outlooks. Those students met with the new teachers to give advice.
- There was a house change. There are now gold, green, and blue houses in new locations. It is a bit confusing.
- Attendance is up at football games, which means there is more school spirit. There are also more people wearing the school colors and people feel like they want to go to school.
- This year is the anniversary of the class of 1961. Alumni will tour the school and see what has changed. Student Council will provide them lunch.
- Keene High is 50 years old this year.
- Freshman elections were today; a council has been assembled.
- There will be babysitting services available for the children of teachers and staff at Thursday's Open House.

Chair O'Donnell asked Mr. Hastings to explain Renaissance. Mr. Hastings replied that it is a group of students that once changed the environment to make it more teenager-friendly, where students and staff can relate to each other without feeling awkward. It is a way of bringing the school together in one place. It is somewhat well received. Some teachers do not like it, but those who are a part of it know what they are doing is good. Chair O'Donnell asked what advice he gave to the new teachers. Mr. Hastings replied that he gave information about what takes place in homeroom. He continued that homeroom is a good idea because it brings together students who aren't in the same classes who otherwise would not meet each other. Many students gave good advice. He advised the teachers to be flexible, attend to students' needs, be cooperative with students, and be willing to help.

Chair O'Donnell stated she was always concerned that student representatives just gave their reports and left the board meeting. She would love to hear more input from students about what is happening as well as their concerns. She continued that the Board frequently hears from teachers, administrators, and parents, but hardly

ever hears from students. She welcomes more student input. She continued that Mr. Hasting's report has been the most comprehensive that that the board has received in a few years. Mr. Donegan also expressed his gratitude for Mr. Hasting's presentation.

**5. Board Chair – Ms. O'Donnell**

Chair O'Donnell recognized Mr. Remillard and Mr. Harper.

Mr. Harper reported that the 34 West St. building has a sales agreement for \$525,000. He continued that it is in the due diligence period and everything is going well. A closing date has not been set yet, but he will keep everyone posted. Mr. Harper reported that the old KMS building is scheduled to be sold on October 5, for \$1,350,000 and everything is going well. Chair O'Donnell asked if the sale price includes the modulars. Mr. Harper replied yes. He continued that the buyer intends to keep them, but might be willing to sell them.

Mr. Remillard reported that things are settling in well at the new middle school. The classrooms, administrative offices, cafeteria, kitchen, etc. are all open. The gym and chorus and band areas should be open within a week or so. Next week the moving company will move the last few truck loads of materials from the old middle school to the new one. Overall, things are going well. There are still many items that need to be done, but these are not critical to being able to hold school.

Mr. Nugent asked where band and chorus are taking place. Mr. Remillard replied that these programs started from day one and are temporarily being held in a computer lab and an ancillary library space. Chair O'Donnell asked if there is a date when everything will be done. Mr. Remillard replied that he is unsure. He continued that the last official timeframe for the completion of the auditorium was to October 19. That date will not be met and it will be at least a month beyond that to be completed. Mr. Panza asked about the heating system/wood chip plant. Mr. Remillard replied that it is ready to be fired and scheduled for mid-October. There are about 200 lbs. of charcoal ready to be lit. It takes three to five days to bring it up to temperature, then the boiler will be kept running for the heating season. Mr. Coates asked what the current average temperature is in the building. Mr. Remillard replied that it is set at 70 degrees and for the most part, it is within a few degrees of that. All of the energy management systems are not 100% online. There are probably greater deviations in temperature today than there will be in a few weeks.

Chair O'Donnell stated that the Board had talked about having a retreat in the fall. It will be scheduled via emails, since people do not have their calendars in front of them now.

Chair O'Donnell stated that they have been trying to schedule a meeting with the City. Mr. Gurney replied that it went by the wayside once school started, but he ask Diane Freitas find a time for the Board and the Mayor to meet.

**5. Co-Superintendents' Report – Mr. Gurney and Mr. Woolridge  
-Elementary Ad Hoc Committee Report**

Mr. Woolridge stated that at its last meeting, the KBE voted to accept the recommendations made by the Elementary Ad Hoc Committee. He gave a brief overview of the committee's process, and stated that their conclusion was that the best option to reduce elementary expenses is to have four elementary schools and narrow grade spans. It is important to get information out to the public soon.

Administration recommends the following timeline:

- October 25: A special KBE meeting, to go through and compare advantages and disadvantages of closing each of the schools and talk about the schools in regard to the grade span configurations. A recommendation would be made that night about which school to close and the grade spans of the remaining schools. Frank Marinace will attend.
- November 22: public forum in the LGIA or the auditorium, to review the data, provide input, and ask questions.
- KBE December 13 meeting: the Board will vote on administration's recommendations.
- Implementation Task Force is formed, and has until October 2012 to provide the best implementation plan possible to the Board.
- March 2013: If the Board approves, it would be folded into the budget cycle and there would a bond to Keene voters.
- July 2013: If approved, construction begins to bring schools up to Building Code standards.
- End of summer 2014: renovations are ready.
- Fall 2014: new model is implemented.

Mr. Woolridge praised the Elementary Ad Hoc Committee for their comprehensive work. He stated that the tough decisions can be made through a careful, thoughtful process modeled on the process of the Ad Hoc Committee. He continued that the Board can adjust the timeline as needed, but administration wants to get these dates out to the community soon so they can lay the groundwork and publicize the meetings.

Mr. Coates asked Mr. Woolridge to talk about the savings, to alleviate concerns people might have about approving the bond payment. Mr. Woolridge replied that half a million dollars would be saved annually in staffing costs, and half a million would be saved from closing one elementary school. The bond would be about a million dollars annually. The savings would be immediate. The State currently has no building aid available. They are funding current, existing building aid, such as with the new KMS, but there is no promise of new building aid. If for some reason in March 2013 the prospect of having building aid looks positive, the project a year may be delayed a year. We would not want to miss building aid if it were to become available.

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Ms. Blais stated that the numbers that Marinace Architects put together assumed no building aid, per the committee's request. They wanted to know the net positive savings even with bonds that do not have building aid attached to them. In each case, the yearly savings far outweighs the bond costs. Keene taxpayers will not feel an additional tax burden.

Ms. Blais stated that each building needed renovations in order to comply with Building Code, fire safety, and life safety regulations. Keene currently spends much less of a percentage of the budget on maintenance of buildings. Part of this process was making sure that the district is doing the things necessary to keep the buildings functional for a long time. The intent is to be proactive and responsible building owners.

Mr. Woolridge stated that at the October 25 meeting, administration would present details regarding the renovations that Ms. Blais mentioned. Mr. Donegan stated that Mr. Woolridge indicated that administration will make a recommendation as to which school to close on October 25. He asked if information will be provided about building renovations for the other four schools. Mr. Woolridge replied that no, they will reiterate what the Ad Hoc Committee has said. There is more work to be done but enough work has been done that things can move forward. Administration will review the detail that was created by Marinace Architects and that is what they will suggest as part of the conclusion that leads to whatever decision is made. Marinace Architects will be at the meeting to provide information. The Ad Hoc Committee did a great job and was very thorough, but if we move forward to the point where we are bonding in March 2013, we need more detail than what the Ad Hoc Committee was able to come up with. No one is promising the whole package in October. They will recommend which school to close, and the configurations of the grades in the four schools that remain.

*MOTION: Ms. Blais made a motion to accept the timeline. Mr. Coates seconded the motion, which passed by a unanimous vote of 9-0.*

**-Mr. Woolridge's Report**

Mr. Woolridge distributed copies of his latest blog post, which has information about Catastrophic Aid (funded at about 60%), issues in regard to retirement, and news about the new SAU and KMS buildings and new employees. Mr. Woolridge asked the Board to consider attending the AREA meeting on October 17, which will be held at the new SAU building and will include a tour of the new Middle School.

**-Update on district goals**

Mr. Gurney stated that the KBE's mission is "to awaken the mind of every student and inspire all students to work toward their highest potential." He continued that to support this mission, the KBE commits to the following educational goals:

-Implement the recommendations of the report on gifted and talented education.

-Continue to pursue the SERESC recommendations on improving the delivery of special education services.

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Mr. Gurney reported that several candidates have been interviewed for the Gifted and Talented Coordinator position and that a decision has not yet been made.

Mr. Gurney reported that the KHS students' visit to China over the summer was a huge success, and everyone is looking forward to having a group of students and staff from the Yali School in China visit Keene from September 24 to 29.

Mr. Gurney reported also on the Keene School District's partnership with Keene State College and the NH Department of Education to host a presentation on the New England Secondary School Consortium. Professional development activities which took place this summer will be covered in depth at the Education Committee meeting next week. He further reported on Response to Intervention and news from the Preschool, Wheelock School and KHS.

Mr. Gurney reported that in addressing the KBE's organizational goal of "Developing a plan to upgrade the performance development and management systems for school leadership for school principals and all staff," the Halogen electronic evaluation system will be put into place this fall.

Mr. Gurney reported that the KBE's economic goal is "Developing a multi-year financial outlook for management of school resources to prepare for shifting costs and lost revenues from Federal and State sources." Moving to a four-school model with narrow grade spans addresses a portion of this goal. He continued that the new wood chip plant for KMS, the SAU building, and the Jonathan Daniels School will result in significant energy savings.

Board members asked Mr. Gurney clarifying questions, and for more information about the Gifted and Talented Coordinator and the savings from the new heating system. Mr. Remillard and Mr. Harper replied that they were conservative in the budget, which does not reflect significant energy savings. It was necessary to leave room for error in the first year of operation of the wood chip plant. It is also projected that the cost for oil will rise again. Mr. Donegan stated that if, in the spring, Mr. Remillard wants to use any excess money from oil savings, that he would need to request a budget transfer. Mr. Cooper gave more information about the Halogen system. He spoke about the committee reviewing several systems and ultimately agreeing that the Halogen system was the best. The district will receive a discount by signing a two-year contract. The KSD attorney is currently reviewing the contact language.

Mr. Coates asked Mr. Gurney for an update on the possibility of the towns of Gilsum and Sullivan sending students to Keene. Mr. Gurney replied that the committee reviewing this will reconvene. He continued that they are excited about sending their children to Keene schools, but was not able to get a sense of when that might be possible.

Mr. Donegan asked for preliminary attendance numbers. Mr. Gurney replied that Keene is down a bit, as is the entire SAU, but there are currently no firm numbers. The high school has 12 more students than last year.

Mr. Donegan referenced a letter to the editor which was critical of KHS AP scores in relation to the AP scores in the Monadnock District. Mr. Gurney replied that he was unaware of the situation and would look into it. The Board briefly discussed AP classes and scores. Chair O'Donnell suggested the conversation be moved to the Education Committee. She asked that Mr. Gurney report back as to how many students are in Keene's AP classes and what their scores have been.

**6. Report of Secretary – Mr. Panza**

No report.

**7. Reports – Standing Committees**

**--Building, Facilities, and Ancillary Services – Mr. Coates**

Mr. Coates stated that the committee supported the letter that was received regarding having an ice hockey rink built some place in this vicinity. He continued that the committee endorsed it, but did not offer financial support.

**--Education Committee – Mr. Nugent**

Mr. Nugent reported that the Education Committee has not met since June. A meeting is scheduled for Tuesday, which will include an update from Ms. Frazier on the new KMS and a review of this summer's Professional Development activities, RTI and other initiatives. He explained that RTI (Response to Intervention) is part of the SERESC report recommendations. Ms. Woods explained that the SERESC report's recommendations fell into the categories of preschool, curriculum, RTI and special education. Mr. Nugent stated that the hiring of the gifted and talented consultant was on hold all summer and it was not possible to start the search until recently.

**--Finance Committee – Mr. Donegan**

Mr. Donegan stated that the Finance Committee motion was written by administration during the comprehensive, one-hour discussion about fifth grade at Fuller. It was a difficult decision, and was not based on money because the money being used to follow the recommendation is already in the budget.

*MOTION: Mr. Donegan made a motion on behalf of the Finance Committee that the KBE authorize a budget transfer in the amount of \$70,000 from line item number 310003007-500124 (Tutor Salaries) to 31003007-500112 (Professional Salaries) located in the Fuller School Budget. Mr. Stewart seconded the motion.*

A lengthy discussion ensued. Mr. Donegan stated that Mr. Gurney's letter to the Finance Committee was the basis for discussion, and the Finance Committee voted 4-0 on this motion. Mr. Gurney stated that the options of using a portable classroom or having a third section of fifth grade put in the art room were not feasible. Option three, hiring a special education teacher, fell in line with the SERESC report's recommendation to replace several tutors with a highly qualified teacher. He

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continued that Mr. Lounsbury, Ms. Cargill, and Ms. Woods were all involved supported this decision. Since his letter to the Finance Committee, Mr. Gurney has learned that the teacher will be shared between grades four and five.

Fuller Principal, Mr. Huggins, spoke how he has fine-tuned the tutor program and tries to very carefully use tutors to match kids who have IEPs, and not make tutors generic teacher's aides in the classroom. Gaining another special education teacher would enhance the special education model at Fuller. He spoke in favor of the motion, and also clarified that this decision is right for its own sake and has somehow become merged with the discussion of fifth grade. He also addressed the current fifth grade class sizes stating that they are not ideal but are okay. Space issues make it very difficult to add a third section and he knows the community values art and music too highly to reduce those programs. He acknowledged that the fifth grade teachers did not want two sections and although he had many meetings with them, perhaps no amount of meeting time could have changed their minds.

Ms. Szot spoke of what it would mean for the Board to support Mr. Huggins' recommendations, or to overrule him. She asked clarifying questions about the role of the special education teacher that would be hired. She stated that Mr. Huggins' idea is innovative and that he seems confident that creating a third section of fifth grade has too many unknown factors to make it feasible.

Chair O'Donnell talked about how the Board budgeted based on what they were told the needs were nine months ago during the budgeting process. She spoke of the Board's to not micromanage.

Mr. Stewart asked how much time the special education teacher would spend in each grade. Mr. Huggins replied that the fifth grade issue and the hiring of the special education teacher are two separate issues. The team that has been formed put to assist the fourth and fifths grade would alleviate some of the pressure on teachers regarding the large class sizes, but it was not designed to address that specifically.

Ms. Blais asked if the fifth grade classrooms are physically capable of handling 26 and 27 students, to which Mr. Huggins replied yes. Ms. Blais stated that the two issues are 1) Equity: the class size policy is flawed under the current configuration, since it cannot be implemented fairly across the district; and 2) Education: and the question of whether it is educationally sound to have 26 or 27 students in a class. It is difficult to comprehend that 25 students is a responsible number while 26 is unwieldy. Ms. Blais asked Mr. Huggins if there were ways to support the 5<sup>th</sup> grade teachers such as relieving them of additional duties. Mr. Huggins agreed that supporting the teachers is important, and replied that perhaps they could be alleviated of lunch or recess duty. He stated that he will talk to ascertain their needs.

*MOTION: Mr. Stewart made a motion to amend the motion to use the budget transfer to hire a third fifth grade teacher. Mr. Coates seconded the motion.*

Discussion continued. Mr. Donegan, Ms. Blais, and Chair O'Donnell spoke against the amendment for various reasons. Mr. Panza and Ms. Szot agreed with Mr. Donegan.

*The motion to amend the motion failed with a vote of 1-8, with Mr. Stewart voting in favor. Discussion continued on the original motion. The motion passed by a vote of 7-2. Mr. Stewart and Mr. Coates were opposed.*

Ms. Szot proposed that the KBE follow the policy, approved 7/9/85, that states the KBE will "employ a professional representative for negotiations in any situation where a professional association/representative has been retained by an employee group. A school board member will be appointed by the Chair of the Keene Board, with the concurrence of the majority of the board, to serve as the liaison to the professional negotiator. This board member need not, however, participate in the negotiation sessions with the employee group." She stated that last year the Board spent 65 to 100 hours on KEA negotiations she does not want to do that again this year. Professional negotiators would cost between \$3,000 and \$15,000.

Discussion ensued. Mr. Donegan stated that he strongly disagrees. Chair O'Donnell stated that Mr. Gurney will do research and bring it to the next Finance Committee meeting. Mr. Nugent and Mr. Roberts pointed out that the policy is 26 years old. Mr. Coates agreed. Chair O'Donnell tabled the discussion to continue in non-public session.

**--Personnel Committee – Mr. Roberts**

No report.

**--Policy Ad Hoc Committee – Ms. Szot**

**--First Reading of Following Policies:**

**BEDB – Agenda Preparation and Dissemination**

**BGB – Policy Adoption**

**Board Manual**

**--First Reading of Following Policies for Approval for**

**Elimination:**

**#1411 – Day Care Programs**

**#4118 – Review and Control of Medical Records**

**#4113/#5145 – Smoking (new Policy ADC takes**

**precedence)**

**--Second Reading of Following Policies for Adoption:**

**DN – Disposal of Textbooks, Equipment and Other**

**Materials**

**EHB-R – Local Records Retention Schedule**

**JG – Assignment of Students to Classes and Grade Levels**

*MOTION: Ms. Szot made a motion for the KBE to approve Policy DN – Disposal of Textbooks, Equipment, and Other Materials; Policy EHB-R - Local Records Retention Schedule; and Policy JG – Assignment of Students to Classes and Grade Levels. Mr.*

*Panza seconded the motion.* Discussion ensued. Ms. Blais stated that Policy JG may conflict with the policy that deals with age of entry requirements and the policies should be consistent. She would like it referred back to the Policy Committee. *Ms. Szot removed Policy JG from the motion.*

*MOTION: Ms. Szot made a motion to approve Policy DN – Disposal of Textbooks, Equipment, and Other Materials, and Policy EHB-R - Local Records Retention Schedule. Ms. Blais seconded the motion, which passed by a unanimous vote of 9-0.*

*MOTION: Ms. Szot made a motion that the policies be put forth for a first reading: BEDB – Agenda Preparation and Dissemination, BGB – Policy Adoption, and Board Manual. Ms. Blais seconded the motion.* Discussion ensued. Ms. Blais asked for clarification about a line in Policy BEDB. *The motion passed by a unanimous vote of 9-0.*

Ms. Blais stated that she thinks the class size policy needs some conversation. Chair O'Donnell replied that Ms. Blais can talk to Ms. Szot about putting it in on the Policy Committee's agenda.

#### **8. Reports – Special Committees**

##### **--NHSAU 29 School Board – Mr. Donegan**

Mr. Donegan urged the Board to attend the October 17 AREA meeting.

##### **--NH School Boards Association – Mr. Panza**

Mr. Panza gave information about an October 6 conference taking place in Concord. Board members can attend and the district would cover the cost.

Chair O'Donnell stated that annually, the NH School Boards Association asks the KBE for input on resolutions they want the association to adopt. She continued that she will give the information to the Board members. If there is anything the Board wants to do, it has to be done no later than October.

##### **--Liaison Reports**

##### **-Keene High School and North Campus – Ms. Szot**

Ms. Szot reported that there are 41 students at the North Campus and 21 are enrolled in at least one class at the high school. Grades and attendance are available to parents through the Parents Portal. It has been a fairly smooth start so far. She continued that KHS now has three houses instead of four. A new Assistant Principal has been hired and other employees are taking on increased responsibilities in order to support the Principal. Mr. Chmiel is working on block scheduling. He is currently waiting for information from teachers.

**-Cheshire Career Center – Mr. Donegan.** No report.

**-Keene Middle School – Mr. Panza.** No report.

**-Jonathan Daniels – Mr. Nugent.** No report.

**-Franklin – Mr. Stewart**

Mr. Stewart reported that Franklin held an ice cream social last night. The event included "Operation Identification," a program which he established through the Keene Police Department to mark bikes and scooters to help children to recover them if they are lost or stolen. The program was very well received and other schools are asking for it to also take place in their schools.

**-Fuller – Mr. Roberts.** No report.

**-Symonds – Mr. Coates.** No report.

**-Wheelock – Ms. Blais .**No report.

**9. Old Business.** None.

**10. New Business.** None.

**11. Public Input.** None.

**12. Resignations**

Mr. Cooper reported that Mr. Chmiel, KHS Principal, has notified the Board of his intent to retire at the end of the 2011/2012 school year. He continued that Mr. Chmiel was not required to inform the Board until March, but he gave advance notice so that the search for a new principal can begin. Mr. Gurney stated that it has been an honor to work with Mr. Chmiel. He continued that Mr. Chmiel came into a difficult situation and has championed many initiatives. He looks forward to working with him in his last year. Chair O'Donnell stated, on behalf of the Board, that they accept his resignation with gratitude for his service. Mr. Donegan stated that it has been an honor to serve with Mr. Chmiel and he has done a terrific job and wished him luck in the future.

**13. Nominations/Election of Staff**

*MOTION: Mr. Roberts made a motion for the KBE to approve the Personnel Committee's recommendation of hiring Kenneth Dooley as Director of Custodial Services. Mr. Donegan seconded the motion, which passed by a unanimous vote of 9-0.*

*MOTION: Mr. Panza made a motion that the KBE enter non-public session according to RSA 91-3:A II(e) to discuss negotiations of legal issues and possible litigation. Ms. Blais seconded the motion. Roll call vote taken. Mr. Coates – yes, Mr. Roberts – yes, Ms. Szot – yes, Mr. Panza – yes, Ms. Blais – yes, Ms. O'Donnell – yes, Mr. Stewart – yes, Mr. Nugent – yes, Mr. Donegan – yes. The motion to enter into non-public session was approved by a unanimous roll call vote at 9:16 PM.*

Respectfully submitted by  
Britta Reida, Stenographer

**Approved by the Keene Board of Education October 11, 2011**