SALEM SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT #57
SALEM, NEW HAMPSHIRE

Regular Meeting

March 29, 2016
7:00 p.m.
SHS TV Studio

M I N U T E S

Present:
Mr. Bernard Campbell, Vice Chairman
Mr. Peter Morgan, Secretary
Mr. Michael Carney, Jr., Member
Mrs. Patricia Corbett, Member

Also Present:
Dr. Michael Delahanty, Ed. D., Superintendent
Mrs. Maura Palmer, Assistant Superintendent
Mrs. Deborah Payne, Assistant Superintendent for
Business Operations
Mrs. Diana Darnstaedt, Director of Finance

Absent:
Mrs. Pamela Berry, Chairman

Mr. Campbell called the meeting to order at 7:00 p.m. followed by the pledge of allegiance.

ADOPTION OF THE MINUTES

Approval of the minutes from the March 15, 2016 Regular/Organizational Meeting
Mr. Morgan requested changing page 2, line 20; change “resent” to “re-sent”

Motion by Mr. Morgan, seconded by Mr. Carney to adopt the minutes with the change.
Motion carried 4-0

Approval of the minutes from the March 15, 2016 Non-Public Session
Motion by Mr. Morgan, seconded by Mrs. Corbett to adopt the minutes as circulated.
Motion carried 4-0

Approval of the minutes from the March 22, 2016 Non-Public Session
Motion by Mr. Morgan, seconded by Mrs. Corbett to adopt the minutes as circulated.
Motion carried 4-0

Vendor and payroll manifests were passed for signature.
CONSENT AGENDA

Resignation
Bryan Larson, Director of Continuing Education, effective at the end of school year

Motion by Mr. Carney, seconded by Mrs. Corbett to adopt the consent agenda as read.
Motion carried 4-0

RECOGNITION OF STUDENT/STAFF ACCOMPLISHMENT
At this time Mr. Campbell acknowledged Xiara Glickel, 7th grader at Woodbury Middle School. Xiara plays the flute in the school band and jazz band and maintains high honors. She is part of the Junior Olympic Development Program and has achieved national ranking in USA Archery. Xiara has earned 11 out of 16 junior Olympic pins.

Mr. Campbell then acknowledged Salem High School student Laura Perrault, who has been selected as one of New Hampshire’s distinguished finalists and top runners up for 2016 Prudential Spirit of Community Awards. She is very involved with the National Honor Society, Student Council, and the Key Club leadership.

Both individuals then received a plaque for their accomplishments. Dr. Delahanty stated that it is a pleasure to have the students and their families present, and feels it is always nice to recognize efforts that aren’t necessarily in the public’s eye. He wished them all the best in the future.

OTHER BUSINESS ITEMS

Woodbury School Heating System
Dr. Delahanty stated the board approved repairs to the Woodbury School heating system last year when creating the construction services budget. He noted that there is money in the budget for the first phase of this project, and that funds for that purpose were proposed for the 2016-2017 budget. He said the third phase will likely be done during the 2017-2018 school year and will be approximately $360,000. He then introduced Mr. Messenheimer to discuss the scope of the project.

Mr. Messenheimer stated that this project is for the replacement of the two boilers at Woodbury installed in 1964. The new boilers will be more efficient and have more heating power. Only one bid was submitted from Youngblood Plumbing and Heating, who are currently involved in the high school renovation project. He stated their cost is $1,165,100 which will be spread over three years. Mr. Messenheimer explained that phase one will be the removal of the boilers and electrical demolition; phase two will include building the automation system, roughing in pipes and lines, and taking out the old baseboard. Phase three will be putting the controls in place and finishing the section located in the FACS classroom area. Mr. Messenheimer recommended awarding this to Youngblood and stated that he is confident that they can do the work successfully.

Mrs. Corbett asked when this project will begin. Mr. Messenheimer responded that they will begin the work as early as April vacation and the new boilers will be here for July 1. He stated
the work in the boiler room can be done while students are in school but the other work like running pipes, removing baseboards and ceiling tiles will be done during vacation so there is no interruption.

Mr. Carney asked how it works when there is a vote on something that is for a future budget year and stated he would like to have a funding clause to explain the third year is contingent on funding. He also stated he supports doing the work next year if there is funding available.

Motion by Mr. Carney seconded by Mr. Morgan to award the Woodbury HVAC contract to Younghood Company Inc. of Haverhill, Massachusetts, for three phases of boiler and plumbing work with the added clause that Phase III is based on funding availability in the amount of $1,165,100.

Motion carried 4-0

Signing of MS-22
Dr. Delahanty stated that this document requires board signature, and indicates to the Department of Revenue how the district will appropriate funds. The document was circulated to members for their signature.

Professional Staff Nominations
Dr. Delahanty referred to the list of professional staff nominations explaining that the status column has different information depending on the individual’s experience level. He stated there are a few individuals that still need to complete their professional development hours but that they have until June 30 to earn them. He then asked the board to approve the nominations for the 2016-2017 school year.

Mr. Campbell stated the list is six pages long and has approximately 322 staff members which represent professional staff nominations.

Motion by Mrs. Corbett seconded by Mr. Morgan to approve the entire professional nominations list except for Bernard Campbell and Lauren Carney for the 2016-2017 school year.

Motion carried 4-0

Motion by Mrs. Corbett seconded by Mr. Morgan to re-nominate Lauren Carney for the 2016-2017 school year.

Motion carried 3-0-1

Mr. Carney abstained

Mr. Morgan took over as Chairman for the following motion.

Motion by Mrs. Corbett, seconded by Mr. Carney to nominate Bernard Campbell for the 2016-2017 school year.

Motion carried 3-0-1

Mr. Campbell abstained

Mr. Morgan turned the meeting back over to Mr. Campbell as Chair.
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**Signing of the SEA Agreement**
The SEA agreement was approved by voters in March and now requires the board’s signature. The document was then passed for signatures.

**Early Childhood Program**
Dr. Delahanty introduced High School Principal Mrs. Tracy Collyer and CTE Director Mr. Chris Dodge to the board. Mrs. Collyer stated the early childhood program is currently being held beneath the four court gym and that it will be demolished by the second week in October so they are in need of a new location. She stated with the renovation, space at the high school is tight and in light of that asked that the program be offered at the Haigh School where there is an appropriate space.

Motion by Mr. Carney seconded by Mr. Morgan to authorize the relocation of the early childhood program from Salem High School to Haigh School for the 2016-2017 school year. Motion carried 4-0

**APPOINTMENT PRESENTATIONS BY MEMBERS OF THE PUBLIC** – None

**ADMINISTRATIVE MONTHLY REPORTS**

**Enrollment Report**
Dr. Delahanty stated the March report is the first one since the end of January and that it represents two months, however there are not many adjustments. Barron school is down one student for a total of 399 students. Fisk lost two students but there was no change at Lancaster. At North Salem there was one additional fourth grader and one less kindergartener. Soule lost a first grader and third grader for a total of two less students there. SEED added two students for a total of 36. The net change at Woodbury is zero but there was an additional sixth grader and a loss of one eighth grader. The high school lost a net of 12 students, with a loss of 10 sophomores, 11 juniors, and an additional seven seniors. Dr. Delahanty stated some of that is due to mid-year earning credits, and seven of those students moved to the continuing education program which is typical at this time of year. He stated the district did gain two out of district students. One is represented in the financial report. The second one is in a transitional program so there is no associated expense associated with it. There are two additional special education students at Birches School but there are no expenses associated with those students at this point. Dr. Delahanty also noted that two students transitioned out of Granite State School of Arts and one returned to the high school.

**Operating Budget Financial Report**
Dr. Delahanty stated the teacher salaries balance of $351,000 is a result of changes that occurred with teaching staff this year and what was budgeted. The balance in the assistants is due to changes in staff and going without certain staff for a little time. There are funds left in the SEA retirement benefit because the maximum number of retirees was not met. Snow removal has a balance due to using less sand and salt during the mild winter. Dr. Delahanty explained that there is a small balance in the grounds maintenance account but it is expected that it will be spent down this spring. As far as revenue, Dr. Delahanty stated things are being received as anticipated and all is in good condition for this time of year.
Mr. Campbell asked about course reimbursement having a significant balance, and asked for a breakdown. Mrs. Payne explained that it is a first come first served basis, and per the SEA contract there is $100,000 allocated. She explained that it is not encumbered now, but that it will be spent down.

**Food Service Financial Report**
Dr. Delahanty stated that the district is losing money at a slower rate than a couple of months ago. He stated the average elementary lunch participation is up from 57% to 62% in March. He stated that breakfast has increased fairly significantly at the elementary and middle school levels. He stated the program is much more stable than it has been and he hopes to see that trend continue.

**Field Trip Report and Emergency Drill Report (informational)**
There was no discussion at this time.

**PRESENTATION OF POLICIES/REPORTS BY SUPERINTENDENT AND STAFF**

**Facilities Renovation, Phase III Update**
Dr. Delahanty stated there was a construction meeting this afternoon and there are three main areas being addressed at this point. He stated all of the steel for the auditorium, band room and locker room areas are up. There have been pictures posted of the inside on the website. In the gym, the temporary partitions for the classrooms are going up. As for the auditorium, Dr. Delahanty stated they are working on the roofing and will be pouring the slabs in the band room and second level of the auditorium.

Dr. Delahanty stated that the auto tech and building trades area that needed to be excavated has been completed. He explained that it has been filled with appropriate fill and can be prepared for the pouring of the foundations that will take place in Phase IV. The work on the new entrance to the school will begin once school ends for the year and that work will hopefully be completed in December.

**Capital Reserve and Other Trust Fund Balances**
Dr. Delahanty stated that capital reserve funds are used to address problems or emergencies if they occur, and the money is deposited by the approval of voters. He stated that hasn’t been done in a while because of the facilities master plan, and because all of the schools have been renovated except for Woodbury. Mr. Carney clarified that the contingency fund offers more flexibility than the capital reserve fund.

**Unreserved Fund Balance**
Dr. Delahanty stated Mrs. Payne has calculated an estimated $1.54 million dollars for the unreserved fund balance. The difference from what was anticipated is about $290,000. Dr. Delahanty told the board he would like to discuss either using those funds to offset the tax rate or to address some furniture and equipment expenses for the high school renovation. He stated that he will bring a formal proposal for the board’s approval to a future meeting.
INFORMATION AND PROPOSALS FROM BOARD MEMBERS

Mr. Campbell stated he went to a budget meeting last week and Mr. Bob Bryant was elected as Chairman and Mr. Paul Huard is the Vice Chairman.

Dr. Delahanty recommended scheduling April 19 as a regular meeting and planning session and cancelling the meeting on April 26.

Future Meeting Dates

April 12, 2016; Regular Meeting
April 19, 2016; Regular Meeting/Planning Session
May 10, 2016; Regular Meeting
May 17, 2016; Planning Session
May 24, 2016; Regular Meeting
June 4, 2016; Goal Setting Session (Saturday, 8:00 a.m.)

Future Agenda Items

Food Service Update
Math and Literacy Instruction and Assessment
Strategic Plan Update

Adjournment

Motion by Mrs. Corbett, seconded by Mr. Carney to adjourn.
Motion carried 4-0

The board adjourned at 8:20 p.m.

[Signature]

Lani R. Leland
Recording Secretary, Salem School Board
March 29, 2016