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

Regular Meeting
August 25, 2015
7:00 p.m.
SHS TV Studio

M I N U T E S

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

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

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

ADOPTION OF THE MINUTES - None

Vendor and payroll manifests were passed for signature.

CONSENT AGENDA

Co-Curricular Nominations
Courtney Glynn, Freshman Class Co-Advisor
Michelle Martel, Freshman Class Co-Advisor
Cameron Carey, Dance Instructor
Steve Abraham, Assistant JV Football Co-coach
Jeremiah Arriaga, Freshman Football Co-coach
Lauren Piethmann, Co-Director for School Play
Greg Paris, Freshman Soccer Coach (m)
Justin Golden, Varsity Soccer Coach (m)

Motion by Mr. Campbell, seconded by Mrs. Corbett to adopt the consent agenda.
Motion carried 5-0

RECOGNITION OF STUDENT/STAFF ACCOMPLISHMENT - None
OTHER BUSINESS ITEMS

Summer School Update
Dr. Delahanty introduced the Mr. Michael Courtois, Summer School Director to the board. Mr. Courtois stated there were 12 courses offered to students for summer enrichment, with four being new for this year. The two most attended, were the Salem Explorers programs which enrolled 60 students over the course of the offering. The second highest attended was the actor’s workshop which had 31 students participating in two separate one week sessions. Mr. Courtois reported that the middle school had 12 students participating, which involved students using iReady and teacher classroom time. All students showed improvement by the end of the course. The high school ran the more traditional English, math, social studies, and science courses which were housed in the air conditioned portables. There were 42 students enrolled, with 34 of them from Salem and the remaining eight from Pelham and Windham.

Mr. Courtois thanked the principals and custodians at all the schools. He did note that participation was down to 144 students from 261 last year in the enrichment program, but they will continue to tweak the program and encourage enrollment.

Dr. Delahanty thanked Mr. Courtois his efforts in directing the program.

Financial Report and Unreserved Fund Balance
Mrs. Payne stated a portion of the 450 construction services line has been encumbered. The electricity account still needs to be closed out with the utility company for the year. She also reminded the board that the 738 replacement computer equipment line includes funding for elementary computers that the board discussed earlier in the year. For revenue, Mrs. Payne reported that the district has received $157,000 more than anticipated, and some is from tuition for full day kindergarten. She explained that the unreserved fund balance presented at budget time was $1,249,109.

Mr. Carney asked what the board wants to do as far as the contingency fund. The board discussed the contingency fund explaining that any monies in that fund eventually go back to the taxpayers. It can be used for unexpected expenses or to avoid a tax increase.

Motion by Mr. Campbell, seconded by Mrs. Berry to allocate $187,238 from the unreserved fund balance at June 30, 2015 to the district contingency fund as established by the voters in 2015.

    Motion carried 5-0

DOE-25 / MS-25
Dr. Delahanty stated there are multiple copies of the DOE-25 and MS-25 that need to be signed by the board and Mrs. Payne reviewed the Balance Sheet. He stated that the cash flow for the initial project costs is being developed and he hopes to provide something to the board in a couple weeks regarding the second bond for the high school project.

Capital Improvement Project Review
Dr. Delahanty introduced Mr. Messenheimer, Director of Maintenance and Facilities. Mr. Messenheimer reviewed the list of projects completed this summer, including work at
Woodbury, the SAU office, and elementary schools. He stated that the work was done in a professional manner and that he is happy with the outcome of the projects.

**Debbie Voter Center**

Dr. Delahanty stated the Debbie Voter Center is located near Woodbury Middle School and has been used by the Salem Association for Retarded Citizens (SARC), with a lease signed in 1974 for $10 per year. During this time SARC has been in charge of maintaining the facility. Because the mission and purpose of SARC has changed they no longer need use of the facility, and the district is now paying approximately $6,000 per year to maintain the building. Dr. Delahanty stated the cost for asbestos abatement is just over $2,600 and the entire cost of demolishing the building would be a little less than $40,000. He recommended that the board reserve up to that amount for demolishing the building. He also noted that board members mentioned the possible opportunity for a local nonprofit to use the building but that is not his preference. He did agree to explore this option; however, it would be with the understanding that anyone using the facility is responsible for 100% of the maintenance costs.

Mr. Campbell thanked Mr. Messenheimer for joining him for a visit of the facility. He feels that the board should set aside 60 days to see if a group might come forward to show interest in using the Debbie Voter Center.

Mr. Morgan stated that he visited the building and does not feel that it is so unsound that it should be knocked down. However, he stated that the space could be used for additional parking for Woodbury and that would be valuable to the district.

Mr. Carney agreed with allowing until November 1, to find an organization interested in using the building before demolishing it.

Motion by Mrs. Berry seconded by Mrs. Corbett to authorize reserving up to $40,000 for demolishing the Debbie Voter Center.

*Motion carried 3-2-0*

Mr. Campbell and Mr. Carney opposed

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

**ADMINISTRATIVE MONTHLY REPORTS**

**Enrollment Report**

Dr. Delahanty reviewed the enrollment report and reported that Barron has a total of 415 students, Fisk has 213, Lancaster has 299, North Salem has 351, and Soule has 236. Since the last report Woodbury has added three sixth graders and one seventh grader for a total of 919 students. The high school projection was for 1,251 students. Recently a freshman was added and there was a loss of a junior for a total 1,224 students. The kindergarten projection was 209 students, and there are currently 213 enrolled.
Food Service Financial Report

Dr. Delahanty stated food service funds reflected a loss over the course of the year. He noted that in early December the high school withdrew from participation in the National School Lunch Program and in January changed menu offerings. Dr. Delahanty said from that time forward the program was losing money at a slower rate. He stated the cash to date is $140,000 to end the school year. He is confident that the new high school cafeteria will draw participation, and Mrs. Schultz, Food Service Director has several menu changes planned to please students.

Mr. Carney asked that expenses for preparing meals offsite during the first month of school, be tracked separately.

PRESENTATIONS OF POLICIES/REPORTS BY SUPERINTENDENT AND STAFF

Information Technology Update

Dr. Delahanty introduced Director of Information Technology, Mr. David Hasbany. Mr. Hasbany thanked the entire IT team for all of their hard work this summer. He noted that the board recently adopted a new Responsible Use Policy and that it was distributed to students and parents as well as in the faculty handbook. He explained the replacement of the legacy wiring was completed. There were 80 sites replaced at Salem High School that will not be bothered during construction. Woodbury had cabling work done as well as adding additional access points and replacing those that needed it. Woodbury went from 48 to 78 access points which mimics the elementary schools. This makes all buildings 100% covered wirelessly. Mr. Hasbany also stated there were interactive projectors installed at Woodbury, North Salem, Barron and Lancaster. He reported that the team reimaged all student computers which total 2,000 units. Mr. Hasbany explained that he is working with the Assistant Superintendent and school principals to designate two teachers per elementary school to participate in an online keyboarding pilot program.

Superintendent Academy Update

Mrs. Palmer stated she is very happy with all of the summer academies that were held and noted that they were all beneficial and successful. She stated 13 academies were held between the end of June through the end of August, and that 250 teachers and specialists participated. Mrs. Palmer showed an example of an online lib guide for math used for grades K-8 and explained that it is a resource for teachers. It included a video section as well as feedback for teachers to use. The guides also contain supporting documents and more resources will be added to the site during delayed opening and early release sessions.

Facilities Renovation, Phase III Update

Dr. Delahanty stated there is site work continuing at the rear of the building. He explained that the cafeteria is furnished and ready for students, but the actual kitchen is not going to be ready for the first few weeks of school. Lunches will be prepared and transported from Haigh School and Woodbury while the breakfast will be prepared in the culinary kitchen beginning on Thursday. Dr. Delahanty stated the kitchen should be fully functioning by October 1.

The Davis Gym still has the vapor barrier that needs to be installed, and the wood flooring will begin by September 1. He explained that because of floor style it will be a four week process,
but it will be worth it in the end. The bleachers will arrive by the end of September and be ready for use by the third week of October. On September 11, there will be a switch over to new data server.

INFORMATION AND PROPOSALS FROM BOARD MEMBERS
Mr. Carney discussed which Open House activities the board members will attend.

Mr. Campbell also stated that Dr. Delahanty did an outstanding job with his opening remarks on Monday at the Atkinson Country Club.

Mr. Carney thanked the custodial staff for getting schools ready.

Future Meeting Dates
September 8, 2015; Regular Meeting
September 15, 2015; Planning Session
September 22, 2015; Regular Meeting
October 13, 2015; Regular Meeting
October 20, 2015; Planning Session
October 27, 2015; Regular Meeting

Adjournment
Motion by Mr. Campbell, seconded by Mrs. Berry to adjourn.
Motion carried 5-0

The board adjourned at 8:45 p.m.

Lani R. Leland
Recording Secretary, Salem School Board
August 25, 2015