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

Regular Meeting February 3, 2015
7:00 p.m.
SHS TV Studio

MINUTES

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

Also Present: Dr. Michael Delahanty, Ed. D., Superintendent
Mrs. Maura Palmer, Assistant Superintendent
Mrs. Linda MacDonald, Business Administrator
Mrs. Deborah Payne, Director of Finance

Absent: Mr. Michael Carney, Jr., Vice Chairman

Mrs. Corbett 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 January 13, 2015, Regular Meeting
Page 2, line 7 add the Assistant Wrestling coach’s name Steve Abraham
Line 32, change name to read “Paul Antonietti”
Page 5, line 11, change the word “land” and replace with “building”

Motion by Mr. Morgan, seconded by Campbell, to adopt the minutes as adjusted.
Motion carried 4-0

Vendor and payroll manifests were passed for signature.

CONSENT AGENDA –None

RECOGNITION OF STUDENT/STAFF ACCOMPLISHMENT
Mrs. Corbett read the accomplishments of Mr. Adam Pagliarulo, Principal of Lancaster School.
He was awarded the New Hampshire PTA Administrators honorable mention award. This award honors administrators who made outstanding contributions to the school’s Parent Teacher Association. Mr. Pagliarulo came forward to receive a plaque for his accomplishments.
The second recognition was for Salem High School senior, AFJROTC Cadet Dan Poucher who was awarded the silver medal of valor on November 25, 2014. Dan was awarded this medal after being recognized for helping save two boys who were swimming in unsafe waters at Hampton Beach. Dan Poucher aspires to study emergency management and serve in the US Coast Guard. He then came forward to receive a plaque for his heroism.

Dr. Delahanty thanked both Dan Poucher and Mr. Pagliarulo for their contributions.

**OTHER BUSINESS ITEMS**

**Acceptance of Salem High School Gift**
Mrs. Collyer, Principal of Salem High School stated that Salem High School was awarded a gift from the Exxon Mobil Alliance Program for the fourth year in a row. She thanked Mr. Steven Thayer of the One Stop Mobil Shop in Salem for his continued support. Mrs. Collyer explained that the $500 would be used to purchase a piece of equipment for AP Physics.

Motion by Mrs. Berry, seconded by Mr. Campbell to accept the $500 donation from Energy North and the Mobil One Stop Shop in Salem, and to authorize the Principal to expend the funds for the diffraction apparatus she discussed.

Motion carried 4-0

**Acceptance of June 30, 2014 Auditor’s Report**
Dr. Delahanty reviewed the auditor’s report and noted that the district does comply with the conditions of the government accounting standards board (GASB).

Mr. Campbell asked about the significance of the three audit adjustments. Mrs. Payne responded that the qualified bond is accounted for differently so that had to be adjusted accordingly. The second issue relates to capital projects, and when bills come due at the end of the year. She also explained that the food service adjustment deals with how we track inventory and funds that roll over from one year to the next. The adjustments are just a change in our records per the auditor’s request but they didn’t change the numbers.

Motion by Mr. Campbell, seconded by Mrs. Berry to accept the report of Vachon Clukay & Co. for Salem School District audit for year ending June 30 2014.

Motion carried 4-0

**Resignation**
Dr. Delahanty stated that Mr. Frank Stewart has worked as a counselor for the district for 18 years and is currently at Barron School. He qualifies for the retirement benefit but did not notify the board by the October 1 deadline. However, the Superintendent recommends approving this request for retirement effective at the end of the school year.

Mr. Campbell stated that there is a deadline in place and the board may want to be clearer in expectations about meeting the deadline. He stated that an exception should be given if there is a personal circumstance that changes an individual’s work situation. Mr. Morgan agreed that we
should be clear about the deadline of October 1 but stated that he feels as long as we stay with 10
retirees or below, it shouldn’t be a problem.

Motion by Mr. Campbell seconded by Mr. Morgan to accept the retirement of Frank Stewart
with regret and authorize the retirement benefit.

    Motion carried 4-0

Board Self-Assessment
Mrs. Corbett recommended that the board conduct a self-assessment to reflect on their progress
toward meeting the annual board goals. Dr. Delahanty reviewed the assessment explaining that
it could be a survey style allowing for checking off the appropriate boxes, or it could require
more of a narrative explanation. He stated it could be put on an agenda for a planning session
allowing for more discussion.

Mrs. Berry stated she doesn't feel a planning session is necessary and liked the example the
Superintendent provided. Mr. Campbell stated he would like to have it discussed further so that
all board members can be present for the discussion. This will be brought forward to a planning
session.

SHS Auditorium
Given the planned facility renovation and new auditorium for the performing arts at SHS, Mr.
Marty Claussen, Band Director, suggested renaming the new facility the Seifert Theater as
opposed to the Seifert Auditorium. Mr. Claussen has explained to Dr. Delahanty the differences
between a theater and an auditorium, and because of the use of the facility calling it a theater
may be more appropriate.

Mr. Campbell stated that naming it the Seifert Performing Arts Center would be a way of
incorporating all of the arts whether it's music or theater. Dr. Delahanty stated that he will
discuss it further with Mr. Claussen and Mrs. Collyer prior to a final decision.

At this time the discussion of the Ready, Set, Go Program was moved up on the agenda. No one
opposed.

Ready, Set, Go Presentation
The Ready, Set, Go Program allows parents of preschoolers to learn about children's
development and what to expect when they meet the district school teachers. Mrs. Stone,
Director of Student Service, as well as the Assistant Director of Student Services, Mrs. Borge
were present at the meeting.

Mrs. Borge reviewed the process to identify students with disabilities who require specialized
instruction. She discussed a timeline of the process beginning with a student referral to the
special education department by parents, doctors, or daycare providers. Three possible outcomes
are that a child is suspected to have an educational disability, does not have a disability, or more
information is needed. The flow chart of the steps to determine placement was discussed.

APPOINTMENT PRESENTATIONS BY MEMBERS OF THE PUBLIC — None
ADMINISTRATIVE MONTHLY REPORTS

Enrollment Report
Dr. Delahanty stated there were changes within the grade levels at Barron, Fisk, and Haigh but it didn’t change the total enrollment. Lancaster gained a new student in Kindergarten, two in first grade, one in second, one in fourth, and two in fifth. There was a loss of one fourth grader. North Salem added six students. One in first, third, and fourth grade, and three in fifth grade. Soule School lost three students and gained one. One student was added to the SEED program. Woodbury had a net change of zero for a total of 906 students. SHS lost four freshmen and two sophomores for a total of 1,275 students.

There was a loss of two out of district special education students which will be reflected in the financial report. There was a loss of four continuing education students as well.

Operating Budget Report and Food Service Report
Dr. Delahanty pointed out that this is as of the end of December 2014, and is late due to the cancellation of the last meeting in January. He reviewed the report and stated the small balance in the secretarial account is due to losing a couple of experienced secretaries. The $63,000 in the workman’s compensation is due to a premium holiday allowing no payment of a premium. There is a small balance in transportation due to a reduction in special education transportation and there are balances in the special education tuition costs. Dr. Delahanty stated that the propane is over what the expected use should be at this time. As for revenue, things are on track and are coming in as anticipated.

Food Service Report
Dr. Delahanty stated the high school has withdrawn from the national school lunch program but there is not too much of a change showing as yet because this is the December report. He believes the January report will be more telling on the impact of that decision. He explained that the reimbursable meals and inventory is matching November. The reimbursable meals income is up from last year although breakfast is down. Overall, the student a la carte is down from last year but December was up from the previous month. Dr. Delahanty stated the expenses are down from last year at this time as a result of decreases in food purchases. The overall cash year to date is $174,000, which is down $49,000 from last year.

Field Trip and Emergency Drill Report
There was no discussion at this time.

PRESENTATION OF POLICIES/REPORTS BY SUPERINTENDENT AND STAFF

Superintendent’s Professional Goal Update
The Superintendent stated that he made two goals this year. The first was to work with key staff members to improve communication with the community. He stated he has worked with the committee of fostering community support and has expanded media resources to reach out to the community. The second goal is establishing student achievement as a performance evaluation component to evaluating district staff. He stated he has done research to identify opportunities to
incorporate student achievement as a component, and teacher portfolios are being reviewed as part of the process. It is a complicated process which needs to be implemented slowly, but it should be in place for the 2016-2017 school year.

**SHS – CTE, Phase III Update**

The Superintendent presented an updated timeline of the renovation project. He stated that in the early spring, the start of a new driveway near the building trades program will be put in along with a temporary entrance. He then reviewed the timeline of events and noted it can be found on the district website. The project is planned to be completed by summer of 2018 but will break ground in April or May of this year. A new gym and cafeteria will be in place for the 2015-16 school year. Dr. Delahanty stated highlights from this project will be presented at the end of the deliberative session on Thursday night.

Dr. Delahanty also noted that registration packets for kindergarteners have been mailed and if they haven’t been received to please notify the office.

**INFORMATION AND PROPOSALS FROM BOARD MEMBERS** - None

**Future Meeting Dates**

- February 5, 2015; Deliberative Session
- February 10, 2015; Regular Meeting
- February 17, 2015; Planning Session

**Future Agenda Items**

Board Evaluation

**Adjournment**

Motion by Mr. Campbell, seconded by Mrs. Berry to adjourn.

Motion carried 4-0

The board adjourned at 8:13 p.m.

[Signature]

Lani R. Leland

Recording Secretary, Salem School Board

February 3, 2015