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

Regular Meeting
August 29, 2017
7:00 p.m.
Seifert Performing Arts Center

MINUTES

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

Mr. Campbell 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

Nomination
Rachel Proulx Special Education Teacher at Lancaster Elementary School

Leave of Absence
Carrie Waterhouse, Grade 3 teacher at Lancaster, maternity leave 1/12/18 through 5/14/18.

Motion by Dr. Corbett, seconded by Mr. Carney to adopt the consent agenda as read.
Motion carried 5-0

RECOGNITION OF STUDENT/STAFF ACCOMPLISHMENT
At this time Mr. Campbell took a moment to recognize Lani Leland, the School Board recording
secretary, who is moving on from her position. He stated that she has been with the Board for
quite a while, and then asked her to come forward to receive a token of appreciation from the
Board. Dr. Delahanty also thanked Lani for being with the Board for over ten years and wished
her well.
OTHER BUSINESS ITEMS

Summer School Update
Dr. Delahanty introduced Mr. Courtois, Summer School Director, to give the Board an update on the summer school program. Mr. Courtois thanked the Board for this opportunity to make the presentation, and then thanked Mr. Halpin for setting up on-line registrations as it was well received. He explained there were 16 courses, and only six were cancelled due to low enrollment. Mr. Courtois stated the courses were hosted at Woodbury, Barron, Lancaster and Fisk Schools. He noted that some were a week long and that some were as long as five weeks. He stated that all participants had a good time. The number of students was down slightly from last year, but they will continue to work on keeping students interested in the choices presented. He stated that he feels the high school program needs some kind of a change to increase interest, but that all students enrolled passed. Mr. Courtois then thanked the schools and staff who hosted the summer school.

Dr. Corbett asked what the most popular grade level was, who was enrolled, and if on-line pay will be an option in the future. Mr. Courtois answered that he didn’t look at it broken down that way, but that he could provide that information at a later date. Dr. Delahanty stated the district does have online payments for certain activities, so it would be possible for summer school registrations also.

Mr. Campbell mentioned the possibility of rotating the classes that are offered every few years to keep up the interest. Mr. Courtois stated that even when the same class is offered, it is usually changed slightly for that reason but that it can be considered. Mrs. Palmer pointed out that there were additional programs that met for targeted populations, such as the ESOL program.

Financial report and Unreserved Fund Balance
Dr. Delahanty reviewed the end of year financial report as of June 30. He stated the teacher salaries have remaining balances. The 569 line shows a deficit due to students being sent out of district, and he explained those accounts can be over expended quickly because of that. He stated the construction services has a balance due to prices coming in lower than anticipated. The electricity has been adjusted for this upcoming school year.

As far as revenue, Dr. Delahanty stated everything came in where it was anticipated except for catastrophic aid which is approximately $100,000 lower than expected. He stated the total unreserved fund right now is $1,018,950 and it was estimated closer to $1.3 million. It was the consensus of the Board to put the monies available back toward the tax rate.

DOE-25 / MS-25
Dr. Delahanty stated the MS 25 is required by municipal services and the DOE 25 is for the Department of Education. The documents were circulated to the Board members for their signature.
Policy IGE – Exceptions to use of Specific Course Materials (2nd reading)
Dr. Delahanty stated this is the second reading of the policy, and that there was a sentence added directly from the statute. The wording was reviewed and Dr. Delahanty recommended the Board adopt the policy as presented.

Motion by Mrs. Berry, seconded by Mr. Morgan to adopt policy IGE, Exceptions to Use of Specific Course Materials as of August 29, 2017.
Motion carried 5-0

Budget Preparation Calendar
Dr. Delahanty stated that he spoke with Mr. Campbell and discussed the date to review the budget. He stated he is not able to make the scheduled October 21 meeting due to a personal conflict. He asked the Board to consider moving it to Saturday, October 28, with budget books available October 26. He noted this would be after the final enrollment report as well. The Board also discussed an additional meeting if needed to be scheduled during the week of October 30.

Set Deliberative Session Date
Dr. Delahanty stated the Deliberative Session is established by statute and Thursday, February 8, 2018 is the suggested date.

Motion by Mr. Carney, seconded by Dr. Corbett to set the Deliberative Session for the Salem School District on Thursday, February 8, 2018 at 7:00 pm in the Seiftet Performing Arts Center.
Motion carried 5-0

Administrative Monthly Reports

Food Service Financial Report
Dr. Delahanty reviewed the end of year food service report. He stated that reimbursable meals increased along with breakfast, so the overall income increased as a result. The cost per meal expenses were reduced by almost $.14 per meal as well. He noted that the lunch prices have increase for this school year with the elementary $2.20, Woodbury $2.35, and the high school $2.60 per meal. He stated Michael Ouellette is the new Food Service Director, and that he is confident he will bring some interest to the program. Dr. Corbett asked if the new Food Service Director could attend a future meeting to share his ideas.

Presentation of Policies/Reports by Superintendent and Staff

Start of the School Year
Dr Delahanty stated the year started today and went very smoothly. He stated there were slight issues that needed to be corrected at each school, but there were no phone calls about anyone being upset or something being unfair. He stated there were no issues with transportation after the first day when the sixth and ninth graders returned, and he stated that is due to the hard work of Kathy Graziano and bus partners First Student and Durham School Services, formerly Provider. Dr. Delahanty stated attendance was above 98% in every school so the first day was very highly attended.
As for first grade enrollment, there are now 226 and kindergarten is at 230. The first official enrollment will be on October 1.

Facilities Renovation, Phase III Update
Dr. Delahanty reviewed the three week look ahead for the renovation project with the Board. He stated that store fronts will be installed later this week and the mechanical, electric and plumbing, ceiling, flooring, and doors will be installed during the week of September 11. The courtyard between the CTE and science rooms will have crushed stone put in with not a lot of greenery that would need to be maintained so it will look attractive from the windows of the school. He stated that has to be done before steel goes up in that area which should happen in October. The interior of the big courtyard had ventilator units which Harvey has removed and replaced with brick so it may look a little different. Dr. Delahanty explained that the new CTE, restaurant, cosmetology, and computer science areas will be occupied by July of 2018 depending on the winter weather. He stated the TV studio will be available for use in February, that the art wing is being abated and by January 21 we should be able to occupy that space. The building B, science wing will start in February.

INFORMATION AND PROPOSALS FROM BOARD MEMBERS
Mr. Campbell stated that he received a message from Dr. Corbett that she may not be able to attend the professional development meetings for the rest of this year and asked the Board to let him know if they can fill in.

Future Meeting Dates
September 12, 2017; Regular Meeting
September 19, 2017; Planning Session
September 26, 2017; Regular Meeting
October 10, 2017; Regular Meeting
October 17, 2017; Planning Session
October 24, 2017; Regular Meeting
October 28, 2017; Budget Review

Future Agenda Items
Food Service

Adjournment
Motion by Dr. Corbett, seconded by Mr. Carney to adjourn.
    Motion carried 5-0

The board adjourned at 8:13 p.m.

Lani R. Leland
Recording Secretary, Salem School Board
August 29, 2017