SALEM SCHOOL BOARD
SCHOOL ADMINISTRATIVE UNIT #57
38 Geremonty Drive
SALEM, NEW HAMPSHIRE 03079

Regular Meeting

December 12, 2017
7:00 p.m.
Seifert Performing Arts Center

M I N U T E S

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

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

Absent:
Mr. Peter Morgan, Member

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

MONTHLY PRESENTATION ON STUDENT ACHIEVEMENT - None

APPOINTMENT PRESENTATIONS BY MEMBERS OF THE PUBLIC - None

ADOPTION OF THE MINUTES
November 21, 2017 – Planning Session
Mr. Carney moved to adopt the minutes as presented, seconded by Dr. Corbett. Mr. Campbell requested corrections be made to lines 39 & 40 to read “... unlike A Wing North, explained the EIFS System proposal for A Wing South and B Wing.” The Board agreed with the changes.
Motion carried 4-0

November 28, 2017 – Regular Meeting
Mr. Carney moved to adopt the minutes as presented, seconded by Dr. Corbett.
Motion carried 4-0

Vendor and payroll manifests were circulated for signature
CONSENT AGENDA
Nominations – Professional/Extra-Curricular
Thomas Polte – Salem High School Tennis Coach (M)

Leaves of Absence
Maternity leave request from Rachel Proulx, Special Education Case Manager at Lancaster School, beginning on or about June 4, 2018 and concluding at the end of the school year. The Superintendent is recommending this leave request.

Dr. Corbett made a motion, seconded by Mrs. Berry, to accept the Consent Agenda as read by the Chair.

Motion carried 4-0

OTHER BUSINESS ITEMS
Hand Sanitizer Bid Award
Dr. Delahanty explained that the bid for hand sanitizers at the elementary schools and the SAU was sent out for competitive bids. Mr. Messenheimer requested that the Board award the bid to Citron Hygiene of Billerica, MA in the amount of $8,897.50. Mr. Carney asked if the District was currently using Citron and whether there would be replacement of the units. Mr. Messenheimer explained that we currently use Workplace Essentials which was taken over by Citron and that the units will be replaced. In response to Mrs. Berry’s question, Mr. Messenheimer confirmed that Citron also repairs the devices. Mr. Campbell asked Mr. Messenheimer to confirm that this bid does not include sanitary waste disposal as noted on the scope of service. Mr. Messenheimer confirmed that had been removed and was not part of the bid. In addition, Mr. Campbell asked if the District was in need of these services and Mr. Messenheimer explained that this will be a discussion with the elementary school principals and the Superintendent. He also clarified that the source of the funding is the elementary school custodial supply fund which was budgeted at $12,390.

Dr. Corbett made a motion, seconded by Mrs. Berry, that the Salem School Board award the bid to Citron Hygiene of Billerica, MA in the amount of $8,897.50 for the purchase of 59 hand sanitizer units.

Motion carried 4-0

Uniforms, Aprons and Kitchen Towels Bid Award
Dr. Delahanty explained this was a contract the District was encouraged to send out for competitive bids. Mr. Messenheimer explained that there were two bidders and the budgeted amount was $27,360. He reviewed the bids as well as the scope of service. Mr. Messenheimer is requesting that the Board award the bid to UniFirst Corporation of Nashua, NH in the amount of $10,900.82. Mr. Campbell asked if this amount is valid for both years of the two year contract and Mr. Messenheimer confirmed.

Dr. Corbett made a motion, seconded by Mr. Carney, that the Salem School Board award the bid to UniFirst Corporation of Nashua, NH in the amount of $10,900.82 for the purchase of uniforms, aprons and kitchen towels.

Motion carried 4-0
Mr. Campbell asked that a motion be made to reduce the bottom line 2018-19 budget by $15,000 to reflect these bid savings, and that this reduction be presented to the Budget Committee on December 13, 2017.

Mr. Carney made a motion, seconded by Dr. Corbett, to authorize Mr. Campbell to present to the Budget Committee a reduction in the Laundry Service line of $15,000.

Motion carried 4-0

Facility Audit Bid Award
Dr. Delahanty explained the Board requested a review of the three originally renovated schools, Lancaster, Barron and N. Salem, in an effort to ensure that we are maintaining the buildings for appropriate upkeep, therefore a facility audit will be done.

Mr. Messenheimer explained the scope of the service and there were two bidders. Mr. Messenheimer is requesting the Board award the bid for a facility audit to H.L. Turner Group of Concord, NH in the amount of $34,600.00, despite their bid being $250.00 higher. Mr. Messenheimer explained that H.L. Turner has done satisfactory work for the District in the past. Mr. Campbell confirmed that these funds would be coming from the 450 construction services line for the current year. Mr. Carney asked if this was the firm who completed the high school audit and Mr. Messenheimer confirmed they completed an audit in 2011.

Dr. Corbett made a motion, seconded by Mrs. Berry, that the Salem School Board award the bid to H. L. Turner Group of Concord, NH in the amount of $34,600 for a facility audit of the Barron, Lancaster and N. Salem Schools.

Motion carried 3-1

Mr. Carney opposed

Field Project Marketing
Dr. Delahanty had intended to request permission to use up to $2,500 of the remaining $3,000 from the Athletic Facilities Trust Fund to develop marketing materials to help inform the community of the current facility conditions and the proposed solutions. He requested that this discussion be tabled until the next meeting because there will be a warrant article discussion related to this matter and both can be discussed at that time.

Mrs. Berry made a motion, seconded by Mr. Carney, to table this discussion for one week.

Motion carried 4-0

Stenographer Discussion
Dr. Delahanty explained the challenges that the District has faced over the past several years regarding the services of a stenographer for the Deliberative Session. The Superintendent has spoken with other districts as well as district counsel, and we are the only District in the neighboring towns that has a stenographer and that there is no legal requirement to transcribe the meeting proceedings; therefore, the Superintendent is recommending that the Board end the practice of contracting a stenographer for the Deliberative Session. Mr. Carney asked what means are used to post the deliberative session results in the annual report and Dr. Delahanty confirmed it was not from the stenographer notes. Mr. Campbell asked where the transcripts of
previous meetings are stored. Dr. Delahanty informed Mr. Campbell they are stored at the SAU.

Mr. Carney made a motion, seconded by Mr. Berry, that the District remove $775.00 from the 2018-19 budget to discontinue the use of a stenographer at the Deliberative Session.

Motion carried 4-0

Discussion and Acceptance of 2018 Default Budget

Dr. Delahanty reviewed the proposed 2018-2019 Default Budget. Mrs. Payne explained the default budget is a result of reviewing the 2017-2018 budget and any expenses that need to be met by contract or by law. Mr. Carney questioned an item on line 564, tuition of private placement, and wondered if the two placeholders should be part of the default budget. Mrs. Payne explained the difference between line items 564 and 569 and the reason for the placeholders. Dr. Delahanty further explained the reasoning for the two placeholders. Mr. Campbell stated the default budget stands at $71,937,733 and the budget prior to two minor adjustments is $72,026,281; the budget being $88,547 higher than the default. Mrs. Berry commented that this default budget has been prepared as it has been done in the past and supports the two placeholders as does Mr. Campbell.

Mrs. Berry made a motion, seconded by Dr. Corbett, to approve $71,937,733 as the 2018-2019 Default Budget.

Motion carried 3-1

Mr. Carney opposed

Seifert Auditorium Trust Fund

Dr. Delahanty explained that Central Office administrators were informed by Town Treasurer, Cheryl Bolouk, that the District did not use the appropriate name of the trust fund from which the Board authorized a withdrawal for auditorium lights. There are two trust funds with very similar names and Mrs. Bolouk and the Trustees of the Trust Fund have asked the Board to affirm this vote to withdraw $20,906.00 from the Seifert Auditorium Trust Fund. Upon the Board’s confirmation, the Treasurer will be notified and the funds will be released. We are required to provide minutes reflecting the Board’s actions.

Mrs. Berry made a motion, seconded by Mr. Carney, that the Board affirm the withdrawal of $20,906.00 from the Seifert Auditorium Trust Fund for auditorium lighting.

Motion carried 4-0

Policy IHCD Advance College Placement Revision

Dr. Delahanty explained that in order for our students to be eligible for reimbursement for the cost of Running Start and other early college courses now available through a new Governor initiative, Policy IHCD Advanced College Placement must be revised. The Superintendent is recommending the Board approve the proposed revision. Mr. Campbell stated this is the first reading and Mrs. Berry inquired as to the amount of the reimbursement. Dr. Delahanty stated the reimbursement is $100 per course and Salem High School offers more Running Start courses than any other high school in the State. Dr. Delahanty also stated that if this policy is approved at this meeting, he would confirm that it would be on the next agenda for a second reading.
Presentations of Policies/Reports by Superintendent and Staff

Standards Based Report Card

Mr. Campbell introduced Maura Palmer, Assistant Superintendent for Academics and Support, who updated the Board on the implementation process of the new Standards Based Report Card which includes teacher professional development. She also reviewed a sample of a Grade 3 report card. Dr. Corbett asked what the Art, Music, and PE Teachers use to report to parents. Mrs. Palmer explained they had their separate reporting tool. Music teachers used Infinite Campus this fall, and Art and PE report cards were a separate document sent home with the classroom report. Eventually, they will also be added to the standards based report card. Dr. Corbett asked where the middle school was as far as reporting to parents. Mrs. Palmer explained they are still using a letter grade but the teachers are tracking the standards. Mr. Campbell asked Mrs. Palmer what tools are used to determine when a student is promoted from one grade to another. Mrs. Palmer explained the majority of the learning expectations should be Progressing or Meeting Expectations. Mr. Carney asked Mrs. Palmer to elaborate on the parent and teacher feedback. She described overall positive feedback.

Revised Revenue

Dr. Delahanty reviewed the updated revenue estimates that reflect the reduced State Adequacy Grant. The new amount the District is expecting is $4.354 million. Dr. Delahanty explained the reduction of revenue changes the tax rate from 1.3% to 2.6%

Facilities Renovation Phase III Update

Dr. Delahanty reported he has been informed there is a section of B Wing North the structural engineers are recommending be removed to do beam repairs. There are no anticipated additional costs associated with these repairs. Dr. Delahanty reviewed details of the three week look ahead.

Mr. Campbell reviewed details of the flyer from the NH School Board Association and will speak to Mr. Morgan about attending.

Dr. Corbett stated she attended the Fisk School Festival of Trees and it was a fabulous event.

INFORMATION AND PROPOSALS FROM BOARD MEMBERS

Future Meeting Dates

1. Meeting Dates
   a. December 13, 2017; Presentation of Budget to MBC
   b. December 14, 2017; Public Hearing & Final Vote to MBC
   c. December 19, 2017; Regular Meeting/Planning Session (Woodbury School Library)
   d. January 9, 2018; Regular Meeting
   e. January 10, 2018; Preliminary Warrant Articles to MBC
   f. January 11, 2018; Public Hearing & Final Vote on Warrant Articles to MBC
   g. January 16, 2018; Planning Session
   h. January 23, 2018; Regular Meeting (7:30 p.m.) – TBD
   i. February 8, 2018; Deliberative Session
2. Future Agenda Items
   a. Board Goal Progress Review/Update
   b. Maintaining Healthy School Environments
   c. Digital Citizenship
   d. Woodbury Tour – December 19, 2017, 6:00 p.m.
   e. Performing Arts Center Update

Adjournment
Motion by Dr. Corbett, seconded by Mrs. Berry, to adjourn.
   Motion carried 4-0.

The Board adjourned at 8:05 p.m.

Lucille Ramsey
Recording Secretary, Salem School Board
December 12, 2017