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

Regular/Organizational Meeting
March 27, 2018
7:00 p.m.
Performing Arts Center – SHS

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.

Mr. Campbell noted Mrs. Berry was sworn in as a member at the conclusion of the March 20, 2018 meeting.

RECOGNITION OF STUDENT/STAFF ACCOMPLISHMENT
The Board recognized Kaitlyn Wilson, Salem High School Senior, for her volunteer service and receipt of the Prudential Spirit of Community Award Distinguished Finalist, the country’s largest youth recognition program based solely on volunteer service. She has also earned the Bronze Medallion for the State of New Hampshire and has qualified for the President’s Gold Volunteer Service Award. The Board applauded her involvement with many groups and organizations at Salem High School. Dr. Delahanty elaborated on Kaitlyn’s dedication and accomplishments and expressed his appreciation.

Secondly, the Board recognized Mark McGinn, Salem High School’s hockey coach. Mr. McGinn was instrumental in initiating the hockey program which began as a Division II varsity sport in 1999 and has been the only SHS varsity hockey coach. He led the team to a 21 win season in 2003-2004 and a Division I hockey championship. The Board applauded his many wins including his 250th win and his civic and charitable efforts. Dr. Delahanty congratulated Mr. McGinn for his dedication and commitment.
APPOINTMENT PRESENTATIONS BY MEMBERS OF THE PUBLIC – None

ADOPTION OF THE MINUTES
February 8, 2018 – Deliberative Meeting
Mr. Carney moved, seconded by Dr. Corbett, to accept the minutes as presented.

Motion carried 5-0

February 13, 2018 – Non-Public Session
Mr. Carney moved, seconded by Mrs. Berry, to accept the minutes as presented.

Motion carried 5-0

Vendor and payroll manifests were circulated for signature

ORGANIZATION OF BOARD
a. Election of Officers
   Chairman – Mrs. Berry nominated Dr. Patricia Corbett
   Motion carried 5-0
   At this time, the meeting was turned over to Dr. Corbett, and she presented Mr. Campbell
   with a gavel in appreciation of his service as Board Chair. Dr. Corbett continued with the
   election of officers.

   Vice-Chairman – Mr. Morgan nominated Mr. Michael Carney, Jr.
   Motion carried 5-0

   Secretary – Mr. Carney nominated Mrs. Pamela Berry
   Motion carried 5-0

b. Selection of Representatives to:
   1. Municipal Budget Committee Mr. Campbell – Representative; Mr. Carney – Alternate
   2. Recreation Committee - Dr. Corbett
   3. Regional Career and Technical Education Committee - Mr. Campbell
   4. Professional Development Committee - Dr. Corbett
   5. Woodbury/Salem High School Hall of Fame - Mrs. Berry
   6. Strategic Planning - Mrs. Berry and Dr. Corbett
   7. School Board Negotiating Teams
      • SEA – Mrs. Berry and Mr. Morgan
      • SEPA – Mrs. Berry and Mr. Carney
      • SAFSP – Mr. Carney and Mr. Campbell
      • SESPA – Mr. Morgan and Dr. Corbett
      • SSCEA – Mr. Morgan and Mr. Campbell
   8. New Hampshire School Board - Mr. Morgan and Dr. Corbett
   9. Facilities Improvement Committee
      a. Salem High School/CTE Phase III Renovation - Mr. Morgan. Mr. Campbell
         (Alternate)
b. Woodbury Renovation Project - Mr. Carney. Mr. Campbell (Alternate)

10. Board Development Committee - Dr. Corbett

c. Appointment of School District Counsel and Recording Secretary
   • Dr. Delahanty recommended the Board appoint the firm of Soule, Leslie, Kidder, Sayward, Loughman as District Counsel.
   Mr. Campbell moved, seconded by Mr. Carney, the appointment as recommended by Dr. Delahanty.
   Motion carried 5-0
   • Dr. Delahanty recommended the Board appoint Lucille Ramsey as Recording Secretary.
   Mr. Carney moved, seconded by Mr. Morgan, the appointment as recommended by Dr. Delahanty.
   Motion carried 5-0

d. Explanation of Agenda Procedures and Policies on School Board Operation
   Dr. Corbett explained the Board used the new agenda as recommended by Mr. Campbell and feels this procedure is going well. She asked for Board input and all were in agreement. She also explained she felt the Board did a great job with policies and procedures and explained how the Board works with the Superintendent. The Board agreed.

CONSENT AGENDA

Resignations
The Board was provided with a letter of resignation from Joseph Messinco, computer science teacher at Salem High School, effective June 30, 2018

Leaves of Absence
The Board was provided with three requests for maternity leaves of absence:
   • Megan Malloy, kindergarten teacher at Lancaster School, beginning on or about August 23, 2018 and extending through the remainder of the 2018-2019 school year.
   • Alison Manning, reading specialist at Soule School, beginning on or about August 27, 2018 returning November 19, 2018.
   • Sarah Rasheed, grade 5 teacher at Lancaster School, beginning on or about August 27, 2018 returning January 2, 2019.

Motion by Mrs. Berry, seconded by Mr. Campbell, to accept the consent agenda as read.
   Motion carried 5-0

OTHER BUSINESS ITEMS

Salem High School Field Trip Request
Dr. Delahanty introduced Mrs. Lauren Peithmann who requested a field trip for her students to Williamsburg, Virginia from April 25 through April 28, 2019. The Board must approve as it is the first time request for this overnight field trip. Dr. Delahanty supported the request. Mrs. Peithmann asked for the Board’s approval to take her students to compete in the World Strides On-Stage Festival. She further explained all the components of this trip. In response to Mrs. Berry’s questions, Mrs. Peithmann explained how she became aware of the festival.
Mr. Carney made a motion, seconded by Mr. Campbell, to approve the request for the Salem High School Chorus to attend the World Strides On-Stage Festival in Williamsburg, Virginia from April 25 through April 28, 2019. 

Motion carried 5-0

Salem High School Gift
Dr. Delahanty introduced Tracy Collyer, Salem High School Principal, to discuss the use of the remaining grant money first approved by the Board at the December 19, 2017 meeting. Mrs. Collyer reviewed the Board’s approval of a $1,000 gift from DaSilva Management Group, owner of Dunkin Donuts, for which $250 was allocated for the Culinary Arts students’ food project and $250 for End 68 Hours of Hunger and the remainder of the monies to be allocated at a future date. Mrs. Collyer asked the Board to donate the remaining $500 to Skills USA to help fund travel expenses for competitions. Dr. Corbett asked Mrs. Collyer to elaborate on the Skills USA program and she did.

Mrs. Berry made a motion, seconded by Mr. Campbell, to approve $500.00 be given to Skills USA to help fund travel expenses for Salem High School students. 

Motion carried 5-0

Wired/Wireless Bid Award
Dr. Delahanty introduced Mr. David Hasbany, Director of Information Technology, to give details of a contract to purchase 40 Extreme wireless access points and 8 network switches to support B and C wings at the high school. Mr. Hasbany recommended the Board approve the bid from CDW-G in the amount of $54,417.72 for access points and network switches. Mr. Carney asked Mr. Hasbany to confirm the district has worked with CDW-G in the past which he did.

Mr. Campbell made a motion, seconded by Mr. Morgan, that the Board award the bid for 40 wireless access points and 8 network switches to CDW-G in the amount of $54,417.72. 

Motion carried 5-0

Elementary Internet Service Bid Award
Dr. Delahanty introduced Mr. Hasbany to further discuss this bid. Mr. Hasbany recommended a one year contract with FairPoint Communications in the amount of $14,183.28 to provide internet service at the elementary schools. Mr. Campbell asked Mrs. Payne if this amount was accounted for in the budget, and she explained that the cost will be approximately $1,600 less than the budgeted amount.

Mr. Campbell made a motion, seconded by Mrs. Berry, to award the bid to FairPoint Communication in the amount of $14,183.28 for internet service at the elementary schools. 

Motion carried 5-0

Continuation of Existing Policies
Dr. Delahanty explained that the Board should annually affirm the existing policies in order to operate the District in a manner the District is accustomed to, until a policy needs to be updated. Dr. Delahanty asked the Board to affirm by a motion, the continuation of existing policies.
Mr. Campbell made a motion, seconded by Mr. Carney, that the School Board affirms the
continuation of existing policies until such time there is a vote to rescind, revise, or add a policy.

Motion carried 5-0

2018/2019 Budget
Dr. Delahanty explained that with the successful vote of the 2018-2019 proposed budget, it is
appropriate for the School Board to authorize the Superintendent to begin the process of using
the funds.

Mrs. Berry made a motion, seconded by Mr. Morgan, to authorize the Superintendent of Schools
to take such actions that are necessary and desirable, in accordance with the School Board
policy, to implement the adopted budget and to staff the schools. Such authority includes the
responsibility to initiate the purchase of supplies and equipment, and to contract services for the
district.

Motion carried 5-0

Goal Setting Session
Dr. Delahanty recommended the Board’s 2018-2019 Goal Setting Session be held either June 2
or June 16. The Board agreed on June 2, 2018.

Set Retiree Recognition Date
Dr. Delahanty stated that the Board annually recognizes employees having 15 or more years of
service in the district who are retiring. He recommended that this year’s recognition be held on
Tuesday, May 22. The Board agreed.

Signing of MS-22
Dr. Delahanty explained that the MS-22 is a report the District is required to submit to the
Department of Education and the Department of Revenue Administration that indicates the
amount of money appropriated for each function code. Three copies were circulated for the
Board’s signature.

Professional Staff Nominations
The Board was provided with a list of current professional staff who must be recertified every
three years. Dr. Delahanty explained the first list are administrators. There are also staff who
are not listed as they have not yet met the requirements for recertification. These staff members
have until June 30 to do so. The remainder of the names are professional staff. Dr. Delahanty
asked the Board to move the nomination of the professional staff and appoint them accordingly.
Mrs. Berry made a motion, seconded by Mr. Morgan, to approve the list of professional staff as
presented by the Superintendent. See attached list.

Motion carried 3-0-2 (Mr. Campbell and Mr.
Carney abstained)

Policy EBBC – Emergency Care and First Aid (2nd Reading)
Dr. Delahanty stated that this policy had been reviewed at last week’s meeting and then reviewed
the details of the policy and the regulation. Per the Board’s request, Dr. Delahanty has added
language to the regulation specifying Narcan would be stored only at the high school.
Grammatical changes were also made to the policy, per the Board’s request. Dr. Delahanty stressed that this policy change is not due to a current problem, but as a precautionary measure should the need arise. Mr. Carney also noted this would only be used during regular school hours and for SHS students and staff only.

Mrs. Berry made a motion, seconded by Mr. Carney, to approve policy EBBC - Emergency Care and First Aid and regulation.

Motion carried 5-0

Administrative Monthly Reports
Enrollment Report
Dr. Delahanty reviewed the enrollment report changes which were provided to the Board. He investigated the enrollment decline at the elementary level and stated the changes, for the most part, are the result of students moving out of district. He also elaborated on the changes at the high school.

Operating Budget Financial Report
Dr. Delahanty reviewed the financial report provided to the Board and explained some of the changes made. Mr. Campbell confirmed the amount remaining in the 450 account includes funds for the track, and requested this amount be encumbered when appropriate.

Food Service Financial Report
Dr. Delahanty reviewed the Food Service Financial Report and elaborated on several items.

Field Trip Report (informational)
There were no questions related to the field trip report.

Emergency Drill Report (informational)
There were no questions related to the emergency drill report.

Presentations of Policies/Reports by Superintendent and Staff
Facilities Renovation, Phase III Update
Dr. Delahanty reviewed the three week look ahead dated March 27. Mr. Carney asked if the Superintendent was given a date by the police department for removal of the portables. Dr. Delahanty and Mr. Messenheimer have been in touch with the police department. Mr. Carney asked about the possibility of an open house during homecoming. The Board will discuss at a future meeting.

INFORMATION AND PROPOSALS FROM BOARD MEMBERS – None

Future Meeting Dates
1. Meeting Dates
   a. April 10, 2018; Regular Meeting
   b. April 17, 2018; Regular Meeting/Planning Session
2. Future Agenda Items
   a. Performing Arts Center Review – April 17, 2018
   b. School Environment

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

The Board adjourned at 8:10 p.m.

[Signature]
Lucille Ramsey
Recording Secretary, Salem School Board

March 27, 2018