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

Regular Meeting August 28, 2018
7:00 p.m. SHS TV Studio

M I N U T E S

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

Also Present: Dr. Michael Delahanty, Ed. D., Superintendent
Mrs. Maura Palmer, Assistant Superintendent for
Academic and Support
Mrs. Deborah Payne, Assistant Superintendent for
Business Operations
Mrs. Darlene Mann, Finance Director

PUBLIC HEARING
ACCEPTANCE OF $6,000 GIFT TO BARRON SCHOOL
Dr. Corbett declared the Public Hearing open at 6:45 p.m. for the purpose of accepting the
$6,000 gift to Barron Elementary School to upgrade the school’s playground.

There were no members of the public, therefore, Mr. Carney made a motion, seconded by Mr.
Morgan, to recess for 10 minutes.

Motion carried 5-0

At 7:00 p.m., Dr. Corbett asked again if there was anyone who wanted to speak about the gift to
the Barron School. There were none.

Mr. Campbell moved, seconded by Mr. Morgan, to close the public hearing on the acceptance of
the gift of $6,000 to the Barron School for the purpose of updating playground equipment.

Motion carried 5-0

Dr. Corbett moved on to the regular meeting by beginning with the Pledge of Allegiance.
RECOGNITION OF STUDENT/STAFF ACCOMPLISHMENT – None
APPOINTMENT PRESENTATIONS BY MEMBERS OF THE PUBLIC – None

ADOPTION OF THE MINUTES
August 21, 2018; Regular Meeting

Mrs. Berry moved, second by Mr. Campbell, to accept the minutes of the August 21, 2018 as presented. Motion carried 5-0

Vendor and payroll manifests were circulated for signature and passed on to Mrs. Payne and Mrs. Mann

CONSENT AGENDA
Nominations
Darlene Mann – Director of Finance - $90,000.00-prorated to $77,885.00

Mr. Campbell moved, second by Mr. Carney, to adopt the single consent agenda item as read by the chair. Motion carried 5-0

OTHER BUSINESS ITEMS
Barron School Donation
Dr. Delahanty introduced Anna Parrill, Principal of Barron School, to give further details about the donation. Ms. Parrill explained Skip Benoit reached out to her about a year ago and expressed the desire for a group to make a donation on behalf of their friend Gene Rufo, who had passed away, towards updating the playground. Gene was a long time Salem resident, a former Barron Bobcat and a 1989 graduate of Salem High School. This effort raised $6,000. Ms. Parrill introduced Cecelia McGlynn, teacher and playground committee member, and her son, Owen, grade 4 student at Barron School. Owen explained how he and other students in the school selected what equipment they wanted on the playground. This donation of $6,000 along with two years of fundraising by the PTA will allow Phase I of the playground renovation to begin. Ms. Parrill noted she and the committee have been meeting with Jack Messenheimer, Director of Maintenance, Miracle Company, and Playground Bob. The new playground will be on the same footprint and the structures can be phased in and connect to the future structures. Mr. Campbell asked if there were other funds and Ms. Parrill explained the PTA has raised $20,000 for this purpose. She further explained which structures would be purchased with the $26,000. Mrs. Berry asked what the total cost would be. Ms. Parrill stated the total cost would be approximately $55,000 - $60,000.

Mr. Campbell moved, seconded by Mr. Carney, the Salem School Board approve the acceptance of the $6,000 donation for the Barron School playground and authorize the expenditure of those funds for that purpose. Motion carried 5-0
TV Production Equipment Bid

Dr. Delahanty introduced Mr. Chris Dodge, Director of Career and Technical Education, who reviewed the TV Production equipment to be installed and recommended the Board award the bid to B&H Photo of New York City, NY in the amount of $27,764.00. The Superintendent acknowledged Mr. Christopher Hazel, TV Production Instructor in the audience. Mr. Dodge noted the funding is from the CTE furniture and equipment line from the state CTE allocation. Mr. Hazel clarified for Mr. Carney the item number discrepancies. He also clarified for Mr. Campbell the specific use of this equipment.

Mr. Carney moved, seconded by Mrs. Berry, to award the bid for TV Production equipment to B&H Photo of New York City, NY in the amount of $27,764.00.

Motion carried 5-0

Request for Fee Waiver

Dr. Delahanty explained that he had met with Ms. Harriet Friedman, a Salem resident who requested a waiver of fees for the use of space at Salem High School to conduct rehearsals and a performance she plans to produce and direct for adults. She has requested classroom space as well as the TV Studio. She has also met with Mrs. Colyer to discuss the availability. Ms. Friedman has an extensive theatrical background. Dr. Delahanty addressed Mr. Carney’s concerns in regards to the use of the TV Studio space during the month of December and confirmed it would not interfere with activities planned in the TV Studio. Dr. Delahanty will confirm there will be no charge for the performance. Dr. Delahanty clarified the waiver will be for this performance only. Future requests will be evaluated as they are made.

Mr. Carney moved, seconded by Mr. Morgan, the Salem School District waive their fee policy for the performance of the community play.

Motion carried 5-0

DOE-25/MS-25

Board members were provided with copies of the DOE-25 and MS-25 which provides information to the Department of Education and the Department of Municipal Services regarding financial information for the previous fiscal year. This is a standard form filed every school year. The distinction this year is that one of the DOE-25 page 1 forms includes $550,000.00 in track renovation monies in the unreserved fund balance and the other page 1 copy of the DOE-25 reflects $550,000.00 in track renovation funds in a special reserve account. The Board discussed whether to place $550,000.00 earmarked for the track into a special reserved account or into unreserved fund balance. The Superintendent noted adding the $550,000 to the unreserved balance would reduce the local taxes at this time but the impact may be different in the future. Mr. Morgan elaborated on his recommendation of using the $550,000 for the track as it was intended. Mr. Campbell clarified which account could be used.

Mr. Campbell moved, seconded by Mrs. Berry, that the School Board transfer $550,000 designated in the 2017-2018 budget for the track renovation into the allowed reserved fund established under law and that amount be taken out before the final unreserved fund balance for the fiscal year is calculated.

Motion carried 5-0
Dr. Delahanty circulated two copies of the DOE-25 and MS-25 for Chairman and Board member signatures. Mr. Campbell asked Mrs. Payne to generate a final fiscal report now the Board has made this decision and he can transmit to the Budget Committee.

Policy GBAB- 2nd Reading
Dr. Delahanty reminded the Board this policy is required in order for the District to be eligible for Federal Grants. He noted District Counsel proposed this wording which was taken from the law. Board members were provided with a copy of Policy GBAB regarding employment references and employment verification. The Superintendent spoke with district counsel who indicated that no due process must be noted in the policy narrative although the Board may include such language if Board members wish. The Superintendent recommended the policy be accepted by the Board as written. Dr. Delahanty, as a result of a question from Mr. Carney, noted once the policy is accepted it would be forwarded to administrators who would review with staff members at a staff meeting. Mr. Morgan asked if there was a difference between illegal and inappropriate conduct and if so, was there a school district policy to address inappropriate conduct. Dr. Delahanty confirmed there is a staff conduct policy addressing inappropriate conduct.

Mrs. Berry moved, seconded by Mr. Carney, the Board adopt Employment References and Verification, Policy GBAB as of August 28, 2018.

Motion carried 5-0

Administrative Monthly Reports
Enrollment Report
Dr. Delahanty reviewed an updated report. Dr. Corbett asked Mrs. Palmer how many half day kindergarten students are not attending their neighborhood school. Mrs. Palmer will provide the information.

Food Service Financial Report
Dr. Delahanty elaborated on the numbers and explained the line item for prepayment on account. Mrs. Payne further explained this line item and Mr. Carney suggested making some reporting changes to clarify actual amounts.

PRESENTATION OF POLICIES/REPORTS BY SUPERINTENDENT
Summer Academy Report
Mrs. Palmer reviewed work completed during the summer academies and provided the Board with a summary. She noted the academies addressed curriculum instruction and program improvement opportunities for disciplines through all three levels of school. There were over 200 teachers and administrators who participated.

Summer Enrichment Report
Mrs. Palmer reviewed details of the summer enrichment programs and enrollment numbers as well as the summary for summer school. Mrs. Payne provided the Board with a financial report. She noted the program has grown steadily since moving away from the more traditional summer school programs. Mr. Campbell questioned the director budgeted and Dr. Delahanty clarified.
Facilities Renovation, Phase III Update
Dr. Delahanty explained Phase III updates will soon be non-existent. Mr. Campbell commended the Superintendent for his presentation to the staff on opening day. Mr. Campbell also commended the custodial staff for their hard work. He suggested considering the grand opening tours to be held around the Thanksgiving holiday to allow for more people to participate. Dr. Delahanty reviewed details of the new sign at the high school and the structure which was placed to help Board members have a better idea of the size. Dr. Delahanty will have further information for the Board’s approval at the September 11 meeting. He did inform the Board the front parking lot has been striped.

INFORMATION AND PROPOSALS FROM BOARD MEMBERS – NONE

Future Meetings
1. Meeting Dates
   a. September 11, 2018 – Regular Meeting
   b. September 18, 2018 – Planning Session
   c. September 25, 2018 – Regular Meeting
   d. October 9, 2018 – Regular Meeting
   e. October 16, 2018 – Planning Session
   f. October 23, 2018 – Regular Meeting

Other - None

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

Motion carried 5-0

The Board adjourned at 8:06 p.m.

[Signature]
Lucille Ramsey
Recording Secretary, Salem School Board
August 28, 2018