

**MINUTES OF MEETING
JACKSON SCHOOL BOARD
Whitney Community Center**

November 16, 2009

1. **Call to Order:** The Jackson School Board met at 6:00 p.m. Present were Jerry Dougherty, Genn Anzaldi, Joe Kopitsky, Dr. Carl Nelson and Gayle Dembowski. There was one staff/public member present.
2. **Approve Minutes (10-19-09):** Motion was made by Mr. Kopitsky, seconded by Ms. Anzaldi, to approve the Minutes of the Oct. 19th meeting as circulated. Motion carried by unanimous vote.

3. **Citizen Comments:** None.

4. **Presentation of School Programs/FYI Items:**

A. SAU – Other School Board Reports – Dr. Nelson announced there will be an SAU Board meeting on Dec. 10th at 6:30 p.m. at Conway Elementary School – a budget adoption meeting.

5. **Old Business:**

Ms. Anzaldi questioned how the playground held up during the recent torrential rains. Ms. Dembowski reported it did quite well. With the berms that had been made the water ran off into the drainage ditch. She noted there is still some clean up yet to be done.

Mr. Kopitsky noted that Trish Hanlon has discussed use of the Whitney building by community members when children are in the building. It was noted that Mr. Kearns was looking into this with the Oversight Committee. Note was made that there is an adult with the kids during Art.

Mr. Dougherty said the Oversight Committee met, looking to see whether any policy changes need to be made – they recommended not making any for the present time, being more forceful with enforcing the policy that is in place; for instance, actual cost for what it is. Ms. Dembowski said when groups are seeking to hold meetings sometimes she cannot accommodate them because of the length of time they need to be here.

Ms. Anzaldi questioned whether there is a way to take the requests in so they could monitor the request level - a way to capture the request list. If it would require a hall monitor, the fee might be “X” instead of “Y”. Mr. Kopitsky questioned who would be the hall monitor. Ms. Dembowski said presently there are people assigned to certain responsibilities. Mr. Dougherty acknowledged it is good for this Board to discuss these issues, but it is important to bring them to the

Oversight Committee letting them set the policy of the building – they would then bring it to us as a recommendation.

6. **Instructional Issues:** None.
7. **Consider Personnel Actions:** None.
8. **Business Affairs:**

A. FYI – 2009-10 Budget Status Report – Dr. Nelson reported we are “better than alright” on the budget – we have lost one tuition child, leaving more than expected in the budget.

Ms. Anzaldi noted she will be taking Mr. Bradley’s place on the Budget Committee if he is not able to be here for the Dec. 1st meeting and, having reviewed the budget, wished answers to the following questions:

Legal Fees - \$10,000 (she felt it seemed excessive). Dr. Nelson stated usually they have about that amount in there, there is a \$5,000 deductible before insurance kicks in.

Audit - \$5,000. Dr. Nelson said that is what the auditors charge to do our books.

Ms. Anzaldi noted several accounts look like they are still at 100%, i.e. computer supplies, math books, etc., and wished to know if there is a plan in place so that the money is spent appropriately, questioning how it is set up so that each teacher is spending the money they are supposed to, noting that allocation for art books, computer supplies, is still 88% not used. Ms. Dembowski explained teachers prepare a budget, mostly doing ordering in the spring. Previously there were not set limits per teacher, this year she divided it between number of teachers – they are budgeting now for next Sept., almost a year away, and things might change over that full year as well; however, she has the original purchase requests.

Performance-based salaries. Dr. Nelson said they have not been applied as yet.

Special Ed tuition. Dr. Nelson said we have some money in there because we did not know whether a particular student was being placed; as of now that student is being educated elsewhere. He said now they look at the IEP and budget for those services.

Ms. Anzaldi questioned whether teachers’ salaries are based on a scale. Dr. Nelson stated Jackson has the highest starting salary schedule in SAU 9.

Professional Development/Course Reimbursement. Ms. Dembowski said we are doing a course as a school, bringing people in from UNH. Also she has had some requests for teachers to go to one or two day conferences.

Mr. Kopitsky questioned ESOL. Ms. Dembowski said we have a student who requires tutoring for 20 hours a week of direct service.

Warrant Article – Mr. Dougherty said he has been approached about setting up a Capital Reserve Fund (CRF) for the Whitney Center, noting if we wanted to do that we would need a warrant article this year setting up the fund and establishing the amount to be put into it. Dr. Nelson said someone will have to propose whether it would be CRF or Trust Fund, then decision has to be made on the amount, then it goes on the warrant stating if the money is going to be raised from taxes or whether it would come from other sources. Mr. Dougherty said it would be from the Whitney Foundation or public donation.

Ann Bennett said the Whitney Foundation Board met and would like to fund a minimum of \$2,000 to establish either a CRF or Trust Fund for capital improvement of this building. She said on an annual basis the endowment the School District would receive through the Betty Whitney bequest is paid from funds held by the NHCF. The original signed agreement between the Whitney Foundation and the School District, and the signed document discusses three priorities in terms of spending that annual payment from the endowment: programming, capital improvement, and operational expenses, but because of the way school budgets work, you need to have some vehicle in which to put that money. She said she had met with Finance Director, Becky Jefferson, who suggested a Trust Fund is the better way to go.

Dr. Nelson pointed out the purpose of the warrant article cannot be changed. He explained the difference between capital reserve fund and trust fund, noting a Trust Fund would name the Board as the authorized agent; for the CRF you would have to go to the voters each year so could only spend it at an annual or special meeting.

Mr. Dougherty made reference to RSA 35:1-A which allows boards to set up a CRF or Trust Fund – the assembly has the right to approve expenditures from it. He said if you do not designate an authority in the warrant article to spend the funds, it becomes the assembly by default. Dr. Nelson said with the Board as the agent, all you have to do is hold a hearing. Mr. Dougherty said if the Board is going to be appropriating the money from the taxpayers, then he feels it should be the assembly that makes the decision on how it is spent.

Ms. Bennett said the source of the fund would be the Whitney Foundation; we could fund this in this fiscal year, but questioned if the School District is holding the funds, can it be held until July 1st? Dr. Nelson said that is a question for DRA. Ms. Bennett will Email him the specifics of her inquiry and he will research that.

9. Administrators' Reports:

A. Superintendent – Dr. Nelson noted there will be a budget meeting on Dec. 1st at 3:15 p.m., with full Board to discuss the budget on Dec. 21st; budget hearing to be held Feb. 4, 2010.

B. Principal – Ms. Dembowski reported a teacher workshop was held last week on building effective parent/teacher relations. Parent conferences were held in the afternoon.

Jay Henry visited the school with the Fire Inspector and did a training with staff on fire safety and use of fire extinguishers.

Absenteeism was better today – few children and two staff members were out.

There are three Destination Imagination teams planned – elementary, middle school, and Rising Stars.

Playground ribbon cutting was held last Friday, swings were in operation this morning. She thanked Keith Bradley, Jerry Dougherty, George Bordash and Mark Ianuzzi for their work on this.

She has scheduled a meeting for the World Language Subcommittee for Dec. 10th.

10. Citizens Comments: None.

11. Board Member Issues – Board Discussion:

A. Set Date for Next Meeting – December 21, 2009 - 6:00 p.m.

B. Set Date/Time for School District Meeting – Motion made by Mr. Kopitsky, second by Ms. Anzaldi and carried by unanimous vote, that the annual School District meeting be held on March 15, 2010 at 7:00 p.m. at the Whitney Center.

C. Set Date/Time for Budget Hearing – Motion by Ms. Anzaldi, second by Mr. Kopitsky and carried by unanimous vote, that the Budget Hearing be held on February 4, 2010 at 7:00 p.m. at the Whitney Center.

12. Signing of Manifest: All documents were duly signed.

13. Non Public Session: None.

14. Adjourn: Motion was made by Mr. Kopitsky, seconded by Ms. Anzaldi and carried by unanimous vote, that the meeting be adjourned at 6:40 p.m.

Respectfully submitted,

Gail T. Carrier
Recording Secretary