

**MINUTES OF MEETING
JACKSON SCHOOL BOARD
Jackson Grammar School
April 7, 2010**

1. **Call to Order:** The April 7th meeting of the Jackson School Board was called to order by SAU Supt. Dr. Carl Nelson at 6:00 p.m. Also present were Lauren Synnott, Genn Anzaldi, Andrew Kearns, Keith Bradley, Joe Kopitsky, and Gayle Dembowski. There were seven members of staff/public present.

2. **Reorganization of Board:**

Election of Chairman – Dr. Nelson called for nominations for Chairman.

Motion was made by Mr. Kopitsky, seconded by Ms. Anzaldi, to nominate Andrew Kearns as Chairman for the ensuing year. The motion carried by unanimous vote. There being no further nominations, Mr. Kearns was declared Chairman and took the Chair.

Election of Vice-chairman – **Motion was made by Ms. Anzaldi, seconded by Mr. Kopitsky, to nominate Keith Bradley as Vice-chairman for the ensuing year. Motion carried by unanimous vote. There being no further nominations, Mr. Bradley was declared Vice-chair.**

Set Meeting Dates and Time – It was unanimously agreed that the Board would meet on the third Monday of each month at 6:00 p.m. (Note was made that the June meeting would be changed to a date to be determined at the May meeting.)

Adopt Rules of Order/Agenda Format – It was unanimously agreed that the Chairman would cast a vote on all motions and that the names of those voting in the minority would be so recorded. The meeting format was approved as is.

Committee Assignments – It was requested that a review of the various committees be made in order for the newest member to become familiar with their functions. Mr. Kearns, as Chair, will serve as the Board's representative on the SAU #9 Executive Board. Dr. Nelson reviewed the work of each committee: Manifests are generally signed by the Chair and Vice-chair. Bus Committee meets as needed as does the Curriculum Review Committee and the Special Ed Review Committee. Joint Loss Management Committee must meet at least once annually. LEIP Committee is for changes in district-wide curriculum. Career/ Technical Advisory meets monthly, Whitney Committee meets quarterly, Action Plan Committee meets as needed.

PUBLIC HEARING ON EXPENDITURE OF GRANT MONEY
(Bill and Betty Whitney Foundation)

At 6:10 p.m. a public hearing was held to accept grant funds in the amount of \$9,964.83 from the Bill and Betty Whitney Foundation Fund through NH Charitable Foundation, to be used for capital projects and capital maintenance, programs, and operations of the community center, as is consistent with the language of the Whitney Trust Agreement.

It was explained that a public meeting is required if expenditure is in excess of \$5,000. Dr. Nelson said there is already a revenue item in the school's budget of \$8,000, and an additional \$1964. which must be spent prior to June 30, 2010.

Mr. Bradley questioned whether the Board can take a portion of the money and vote to put it into the new fund just created at the annual District meeting. Dr. Nelson stated it is spelled out in the agreement, the Board is committed to \$8,000 in its budget, so if they take that money and put it somewhere else, that money will have to come out of tax money. Mr. Bradley questioned the process, for instance, if there is excess can the Board take that money and put it into the new fund? Dr. Nelson said he believes they can, but will check with DRA.

The public hearing was then closed and the Board proceeded directly to Item 3, Citizen Comments.

3. Citizen Comments:

A. Whitney Center Oversight Committee/Friends of the Whitney Center -

Mr. Dougherty said as regards putting that money into the Capital Reserve Fund that was established, the only money that can go into that is by warrant article; as regards this year's money, \$8,000 of it has been considered revenue. He said as regards spending part of the \$8,000 on something else this year, that was considered revenue in the tax rate which was presented in March, so any money that would be spent from that would come out of that, therefore driving the taxes up. Ms. Bennett pointed out that would be for the 2009/10 budget, the 2010/11 budget anticipates it as revenue; whatever you decide for this fiscal year, is also the intent. Mr. Dougherty said come next March, if you spend some of that money you would not consider that as part of that – it would require a different purchase next March. Mr. Kearns noted it lists capital improvements and capital maintenance, programs, and operations; it makes sense that it would go toward operations. Edith Houlihan, committee representative for the Whitney Center, said as regards the fact that the language does set priorities of capital improvements, etc., it is not felt that the \$8,000 should just be absorbed as operational costs, and she feels as a new building there are still capital improvements to be made. She provided a list of things the Whitney Committee feels are capital improvements that were not covered in the initial construction of the building. She stated the list was not in priority order, but she thinks those

items will enhance the building for the community and the school. She said when they first met in March 2009 there was a lot of gray area. She stated the Whitney Oversight Committee is underneath what the School Board decides, and it is our responsibility to advise you; we feel this first allotment of money should be going toward these capital expenses and improvements to the building. She said there has not been any programming yet, the third priority is operational expenses, you cannot consider the heating and janitorial expense as capital expense. She stated the Board needs to consider having an accounting of what the school feels is the cost of running that building, and have a calendar which shows how many hours it is used by the community - the Oversight Committee would like to ask the School Board to have that as part of their accounting.

Mr. Kearns questioned the blinds to the black-out windows, questioning whether the shutters were not considered enough. Ms. Houlihan said it was for the windows behind the stage. Mr. Kearns questioned installation of lighting on the rear wall. Ms. Houlihan stated they had multiple lighting designs and the Oversight Committee was only agreeable to spot lights for the stage - they want to do it in steps. Mr. Kearns said for the 2011/12 budget they should not be putting this in as revenue. Ms. Bennett advised they could list it as a revenue, but also as an expenditure. Mr. Kearns noted in the school's budget there is a separate line item for Whitney programming. Dr. Nelson explained that was in order to have a line item.

Ms. Houlihan said when they met in March of '09 the Committee expected that the money was going to come in and the School Board said "we budgeted for this building for the school year," so it was listed as revenue, but nothing is listed as expenditures, and she does not feel that was the intent when the agreement was made. She said it says it is the responsibility of the school for all repairs, maintenance and upkeep - it does not say "only if we get the full stipend" - there has to be an expenditure so that the Oversight Committee can present items to be spent on, or the School Board can say "we allow you to spend the money and we will pay the bills."

Mr. Bradley questioned whether when they do the next budget all the costs for that building can be separated out so the town can see this community building is going to cost "X" number of dollars. Dr. Nelson felt they need to get a couple of years behind them to see how it is to be done.

Ms. Houlihan said in the 2009/10 budget the Board expected \$8,000, and questioned the additional \$1900. Dr. Nelson said it is an unanticipated revenue and would be spent as that, or would be used to offset taxes. Ms. Houlihan said the landscaping may be an ongoing thing, if the \$1900 is unencumbered could we use that money prior to the May meeting to get the blinds, the display case and the cabinet locks (which would be \$1200)? Dr. Nelson said they will have a better idea at the May meeting. Ms. Houlihan stated also there is \$500 they could use for programming now, then they could get another \$500 in Sept. Mr. Kearns said

we can use some of the money to pay overtime for staff that would have to be here, the overlap allows for, for instance, free programming.

Mr. Dougherty said he feels they should figure out what the process looks like for the Oversight Committee to be able to advise on how that money gets spent every year; it is the intent of that money, it should be under the advice of the Oversight Committee, and they need Dr. Nelson and Becky Jefferson to sit down and figure out how that money should be spent every year. He said he feels it is the Oversight Committee's responsibility to advise the Board on how to spend that money, he does not see a priority of one being over the other.

Ms. Bennett said she supports Ms. Houlihan's request, noting that the \$1964 is over and above the anticipated revenue and is free and clear. She stated the Oversight Committee can receive funds, that does not have to wait until June - none of this needs to wait until June, but can have purchase orders drawn. Mr. Dougherty suggested that at the Committee's meeting on Thursday they can figure out how to do that. Ms. Houlihan stated since the SAU has the money, we have to have purchase orders for these items and have the SAU write the check. Ms. Bennett stated the accounting of this is going to be a task that you are going to have to stipulate. Dr. Nelson said they would have to create purchase orders and decide where they are drawing the money from. He said they can take this list and say "these are the things we spent \$1964 on;" the Oversight Committee needs to make the request to the Board, and the Board will have to act.

2. **Approve Minutes (3-15-10): Motion was made by Mr. Kopitsky, seconded by Ms. Anzaldi, to approve the Minutes of the Mar. 15th meeting as circulated. Motion carried by unanimous vote.**

4. **Presentation of School Programs/FYI Items:**
 - A. **SAU – Other School Board Reports** – Dr. Nelson noted there will be an SAU Board meeting on April 29th at 6:30 p.m. at the Albany Town Hall.

5. **Old Business:**
 - A. **Wetland Permit** – Dr. Nelson has received communication from H.E. Bergeron to the effect that they are working with the State and have submitted all information necessary – we are still on hold.

6. **Instructional Issues:** None.

7. **Consider Personnel Actions:** None.

8. Business Affairs:

A. FYI – 2009-10 Budget Status Report - FYI – report provided. Mr. Kearns questioned \$8,000 for Whitney Center spent on propane, and whether it is strictly for the Whitney Center, noting that nothing was budgeted for propane although there is an entry for this in next year's budget.

9. Administrators' Reports:

A. Superintendent – Covered above.

B. Principal –

1. FYI – Knox Box Purchase and Installation – It was noted that Jay Henry is requesting a Knox Box which enables him to get into the building. They already have one for the Whitney Center and he is suggesting having one for the school as well.

3. Summer Program – Ms. Dembowski provided a plan which she said will likely cause them to go over the \$8,000 budgeted. Regular programming will require hiring two councilors.

She is proposing using some of the money from the summer budget to provide some tutoring for those in the summer program, hiring two current staff to do some of the enrichment weeks. A schedule of programs geared toward increasing student exposure to the arts for weeks 1-5 was provided: (1) – geocaching, (2) – Let's get physical – swimming, outdoor activities, (3) Dance camp, (4 – M&D Fractured Fairy Tales, (5) – Jackson from summit to stream. They are four-day weeks - \$15 per day.

Mr. Bradley questioned revenue from tuition. Ms. Dembowski said she is proposing raising the fee to \$60 per week, with scholarships available. Children from other areas would be charged \$80 per week, the total for the whole program is \$13,700. Mr. Bradley said he has a problem with the rate, noting that historically it used to be free, last year it was \$10 per week. He noted if we did not budget it, we were not making revenue. Ms. Dembowski said they may see a profit of \$4,000 going back into the general fund. Mr. Bradley stated Bartlett is charging only \$40 per week and he feels if we charge \$60 we will lose people. Ms. Bennett questioned whether it is for certain that Ms. Jefferson does not have expected revenue for the summer program in the budget? Dr. Nelson said he does not know for certain. Mr. Kearns said the budget shows estimated revenue for 2009/10 of \$2500, the same for 2010/11. Ms. Bennett said she agrees if there are people with multiple children they would be paying up to \$300 per child which would be changing the intent and nature of what was once the remedial reading program for the town. Mr. Kopitsky said he feels if there is more than one child in the family there should be some type of break.

Mr. Bradley pointed out we need to bring in \$3800 in revenue to break even based on projected expenditures. Dr. Nelson suggested considering charging \$50 for one child, \$25 for second or third child. Ms. Woodward noted they have three summer program staff members, plus people who are providing enrichment as well. Ms. Dembowski agreed that is true; however, the subcontractors are not responsible for such things as taking care of phone calls, first aid, etc. She offered to “crunch” the numbers based on \$3800 and consider discount for additional children, and come back to the Board. Ms. Anzaldi questioned whether there is a way to do marketing to outside areas. It was noted that Jackson residents will have priority. Ms. Houlihan said she has volunteered in Bartlett and this is way beyond that. She said as a taxpayer, when she saw the price last year, her thought was “we are subsidizing this.”

2. Configuration – Ms. Dembowski provided a list of criteria for determining class configurations: student needs, developmental issues, curriculum, staff strengths, social interactions, student maturity, numbers, budgetary constructions. She noted a lot of staff effort and time went into studying student needs, K/1 is a very important configuration here; however, there is one class that usually stands alone, and they are considering a 2/3-3/4. Noting that Ms. Robert and Mr. Harding would be team teaching together, she listed many benefits, including flexibility to better meet student needs, social/emotional benefits, separation of siblings, etc. She noted also there are some challenges such as parent concerns and questions, and it is planned to have an informational meeting to address that.

She noted there is the perception of a $\frac{3}{4}$ class being a higher level than $\frac{2}{3}$ however, $\frac{2}{3}$ will not stay with one teacher all day nor will $\frac{3}{4}$; also they will have common reading block for 2 thru 6. She noted this was less a numbers decision than dynamics and social decision.

Mr. Bradley questioned how field trips would work. Ms. Dembowski said that would require some planning, sometimes it will be just grade 4 or just grade 3. Mr. Kearns questioned whether this would add back the need for aide time. Ms. Dembowski said they do not anticipate that.

A visual aid presentation was made by Ms. Robert who explained that each year staff goes through the process of what the curriculum looks like, and how to make it work for these kids to assure they will get the required curriculum working toward whether 6th graders will have everything they need to move on. She said at times 3rd grade might be by itself, sometimes 4th grade will be by itself. There is a block everyday when 2 thru 6 will have reading groups.

Ms. Anzaldi questioned whether this would help with bullying. Ms. Dembowski said we are hopeful that with changing of classrooms and movement throughout the day, this will alleviate that.

10. Citizens Comments: None.

11. Board Member Issues – Board Discussion:

A. Set Date for Next Meeting – Regular meeting May 17th at 6:00 p.m., joint Bartlett/Jackson meeting May 17th at 5:00 p.m. in Jackson.

Motion was made by Ms. Anzaldi, seconded by Mr. Kopitsky, that the Board approve a purchase order for the Whitney Center for blinds, locked display case and cabinet locks. Motion carried by unanimous vote. Mr. Kearns announced the Whitney Oversight Committee will be meeting on Thursday, April 8th at 3:15 p.m.

Mr. Kearns requested that the Board consider a cap amount that we are “O.K. with” the Whitney Oversight Committee spending on its own.

Ms. Anzaldi said she would like to put in place for the next meeting review of committee updates. It was agreed the Agenda would be revised to include Committee Reports under Item 11.

Mr. Kopitsky said regarding bullying, there are wonderful programs available and suggested the school obtain one. It is about a 20 minute presentation. Ms. Dembowski will request that Gaie Mitchell develop a report for the Board so they can see what’s going on. Next Tues. they will be having a presentation on bullying.

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

13. Non Public Session: None.

14. Adjourn: Motion was made by Mr. Bradley, seconded by Ms. Anzaldi and carried by unanimous vote, that the meeting be adjourned at 7:30 p.m.

Respectfully submitted,

Gail T. Currier
Recording Secretary

Old Business for May 17th Agenda:

Re-address the Whitney Oversight Committee budget allocation