

**MINUTES OF MEETING**  
**JACKSON SCHOOL BOARD**  
**Jackson Grammar School**  
May 17, 2010

1. **Call to Order:** The May 17th meeting of the Jackson School Board was called to order by Chairman Kearns at 6:00 p.m. Also present were Lauren Synnott, Genn Anzaldi, Keith Bradley, Joe Kopitsky, Dr. Carl Nelson and Gayle Dembowski. There were five members of staff/public present.
2. **Approve Minutes (4-7-10): Motion was made by Mr. Kopitsky, seconded by Ms. Anzaldi, to approve the Minutes of the April 7th meeting as circulated. Motion carried by unanimous vote.**
3. **Citizen Comments:**

Dexter Harding asked for clarification of the Flex Card and what will happen with the new health insurance program. Mr. Kearns said it is money that needs to be moved, it is just a matter of shifting it to the correct account.

Trish Hanlon, representing the Whitney Oversight Committee, stated they have a contract and invoice for the performer that they want to schedule for entertainment, and wish to access funding from the 2009-10 school budget as she is under the impression there is still \$500 in that account. Mr. Kearns stated a sandwich board with lettering has been purchased (\$170) and they were planning to take it out of that money. Ms. Hanlon noted the total price of the performance is \$650, \$500 would come from the budget and Friends of the Whitney Center will cover the balance. Mr. Kearns pointed out there is another \$500 in a line item which will become available July 1<sup>st</sup>, so they can take it out of that. He said they need to have the invoice by the end of June and will pay the \$325 for the retainer before the end of June, the balance after July 1<sup>st</sup>.

Ms. Hanlon said the Whitney Oversight Committee would like an accounting of income and expenses for the Whitney Center – a breakout of the utilities, improvements, labor, maintenance, and cleaning in an effort to understand what it costs to run the Center. They would also like to know how much of it is school usage and how much is town usage. Mr. Kearns said as regards the heating, it might take a couple of winters to ascertain that.

Ms. Hanlon said she met with a landscaper who will come up with a figure to finish the landscaping there. She suggested some flower pots in front of the Center, noting that \$150 would buy the pots and she would maintain them over the summer. Mr. Kearns noted the path is always going to get used, the property owner did not want a paved path. Ms. Hanlon said they were going to suggest a stepping stone path and will meet with the owner to discuss that.

Ms. Dembowski noted that Dudley maintains the perennials in front, which is covered under contracted services in the budget and includes mowing, maintenance and trash removal. **The Board approved expenditure by Ms. Hanlon of up to \$150 from that line item.**

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

**A. SAU – Other School Board Reports** – Dr. Nelson noted there will be an SAU Board meeting on June 10<sup>th</sup> at 6:30 p.m. in Bartlett.

**9. B. Principal, 1. Report on Bullying Program** (taken out of order):

Guidance Councilor, Gaie Mitchell, joined the meeting providing a copy of the Guidance Curriculum which was developed by the Guidance Councilors in the District, based on the national standards for the American School Councilors Organization. She explained she starts proactively working on healthy friendships, resiliency skills, and respectful communication. The programs used are recommended by the DOE Guidance Dept. The communication piece is an important part, using respectful language, non violent communication. They then move into the bullying specific part of the curriculum dealing with bullying behavior and the consequences. They then address participant or by-stander.

Ms. Mitchell noted that two years ago they had district training by the Center of Prevention of Hate and Violence. She presented a poster generated by the students, they then came up with consequences. It was noted that every time there is a consequence, the parents are notified. They have had some discussions about cyber bullying which will be introduced in 6<sup>th</sup> grade.

Ms. Anzaldi questioned whether all parties are notified about the bullying. Ms. Mitchell told her it is just the bullying side, if it is ongoing they would then include the target's parents. Dr. Nelson noted they have found throughout the District that cyber bullying has become more prevalent and on June 2nd they will be holding a cyber safety program in the KHS auditorium, with assistance from the police, which will address what parents should and can do, and will deal with what things it is important not to put on line. He noted that kids are not understanding how quickly that information travels. Ms. Mitchell said kids are not necessarily safe just because they do not have a cell phone or facebook.

Ms. Synnott, referencing the Jackson Bullying Policy, questioned whether the Principal gets a written report. She was told Ms. Dembowski and Ms. Mitchell work together on that all the time, also Ms. Mitchell and Ms. Bennett are designing something and working on a tracking program of activity. Ms. Mitchell said at the end of school the staff is going to come up with a policy that states specific behavior that will go into the school handbook. Ms. Synnott stated as a parent she would like to hear every time if her child is being bullied or is bullying. Ms. Mitchell offered to do that.

Ms. Synnott noted forms are available for reporting incidents. Ms. Dembowski said she has the forms to report to Dr. Nelson. Ms. Synnott questioned whether contracted employees are made aware of the bullying policy. Ms. Dembowski stated that is why there is always a staff member present for the summer program. Mr. Kopitsky noted there are different levels of bullying, the forms are for the highest level – at that point you have both parents come in. Ms. Synnott questioned what happens if there are differing stories. Ms. Mitchell said it is difficult, but you have to be a detective to find the right answers.

**5. Old Business:**

**A. Committee Assignments** – A review of committee assignments was made –

Joint Boards (officially needs three) - Ms. Anzaldi and Messrs. Kearns and Kopitsky will serve.

Curriculum Review – Messrs. Kearns and Bradley.

NHSBA Delegate – To be appointed when needed.

KHS Student Handbook Review – Mr. Kopitsky.

SAU #9 Budget Committee – Budget Committee Chair

Facilities – Messrs. Bradley and Kearns.

Career/Technical Advisory Council – Mr. Kearns noted this meets once a month and since members already have heavy commitments, suggested getting someone from the community to serve. It was agreed the position would be advertised in ENews.

Bartlett Technology Committee – Mr. Bradley

Personnel Committee – Mr. Kopitsky and Ms. Synnott

Whitney Center – Mr. Bradley

Action Plan – Mr. Kopitsky and Ms. Synnott.

**B. Wetlands Permit** – Mr. Kearns noted that the Wetlands Permit was approved pending 30 days to hear from the Army Corps of Engineers (that will be up May 20<sup>th</sup>). Mr. Kearns said the full plans for the wetland are to fill the wetlands area and put a paved area behind the school. The estimate from HEB (which did not include a culvert redo) is \$53,000. Mr. Bradley pointed out that just because the permit has been approved does not mean anything – we have not budgeted for it.

Also we will have to get another quote for the culvert. He said the question is, can we piece-meal, also what about the culvert? – we have to find out if we are allowed to replace the culvert since it is not a part of the present permit.

Mr. Kearns said there is the need and want for an upgraded facility, as well as current staff issues regarding the number of people needed to watch the playground. Ms. Hanlon asked to address this stating she is having a hard time with this, and questioning why we would spend that kind of money in this economic time, with a shrinking population in the school and taking into account environmental consciousness. She said she can see from a staff standpoint it is difficult, but maybe a part time staffer would work an extra hour every day. She said she is adamantly opposed to this.

Mr. Bradley explained initially part of the project was to stop water from coming into the basement, not just for the sake of having a playground. Ms. Anzaldi said we are not taking a vote on it now, and she would like to see if Ms. Dembowski could draft an estimate as to what it would cost to have a third person on the playground all the time, so they could use the current blacktop and anything else they wanted.

Ms. Synnott said she has heard suggestion of having parents volunteer or hire someone, noting she has volunteered to be here every Wed., but there were always three teachers already out there. Ms. Dembowski advised they have not had good luck with parents volunteering because when they cannot make it, we are scrambling to get it covered. Ms. Synnott questioned whether parent volunteering is allowed. Ms. Dembowski said it is allowed, but is not consistent.

Mr. Harding said when the building committee was looking at the new addition they looked at different plans. They agreed on the need for interior space, but that it does not make sense to have paving out back when they have it out front, but to the kids it makes a lot of sense. He said it may be that the solution is having a budget that includes having three people on duty. Dr. Nelson suggested Ms. Dembowski research the cost, noting the permit is good until 2015.

Mr. Bradley said we have to keep in mind that should we have a wet winter, what it will do to the building. Mr. Kearns questioned whether we can do less than what the permit says – can we do a leveling? Can we do the culvert? Dr. Nelson said Ms. Dembowski will research all supervision costs and he will have HEB come here and answer the other questions at the next Board meeting. Mr. Bradley stated we should first ask whether we can do it piece-meal.

**6. Instructional Issues:** None.

**7. Consider Personnel Actions:**

**A. Extension of Contract for the Teaching Principal – Motion made by Ms. Anzaldi, second by Mr. Kopitsky, that the Board approve extension of the contract for the Teaching Principal through June 30, 2012. Motion carried by unanimous vote.**

**B. Accept Resignation of Carrie Scribner – Motion made by Mr. Bradley, second by Ms. Anzaldi, that the Board accept with regret the resignation of Carrie Scribner as part time art teacher. Motion carried by unanimous vote.** Ms. Dembowski noted she has several resumes and will be looking for volunteers to serve on the interview committee.

**C. Election of Personnel for 2010-11 – Motion by Mr. Kopitsky, second by Ms. Anzaldi, that the Board approve election of personnel for 2010-11 in accordance with Item 7C as listed. Motion carried by unanimous vote.**

**D. Accept Resignation of Marc Iannuzzi – Motion by Ms. Anzaldi, second by Ms. Synnott, that the Board accept with regret the resignation of Marc Iannuzzi as custodian. Motion carried by unanimous vote.** Mr. Kearns questioned whether this might be the time to reconsider the idea of combining the custodian and maintenance positions. Dr. Nelson stated they will need the flexibility of having two people available. Mr. Bradley questioned whether it is worth looking at having two part-time custodians. Ms. Dembowski said possibly a few times, but not often. Dr. Nelson said the difficulty comes in getting someone to come in. It was noted that any overtime is still approved by Ms. Dembowski and that is working well. Dr. Nelson said if they find the appropriate person, they would like to keep it the way it is. Ms. Dembowski noted they need someone who can be around, which is why it is better than having a cleaning service. The job has been posted and closes on May 28<sup>th</sup>.

**8. Business Affairs:**

**A. FYI – 2009-10 Budget Status Report** - Dr. Nelson reported they are still in good shape. Ms. Anzaldi asked whether the teachers have used their allotment for their classrooms for the year. Ms. Dembowski said pretty much.

**B. Consider Awarding Roof Bids – Motion by Mr. Bradley, second by Ms. Anzaldi, that the Board authorize shingled and metal roof replacement as proposed, awarding the bid to Dwight & Sons based on the outcome of the hearing at the June School Board meeting, and proposing that construction not start until the close of school.** Mr. Kearns questioned whether they can use money left in contracted services toward this, noting there is money in the non expendable trust fund. Ms. Bennett said she believes there is \$13,000 left in that account. It was noted there is \$35,000 set aside. Dr. Nelson said it would require a public hearing to withdraw money from the maintenance trust fund. The job

must be completed by August 13<sup>th</sup>, and may be started the day after the award of the bid. When this is completed all the roofs would be new.

Mr. Kopitsky pointed out the notice does say “pending a public hearing.”

**Motion carried with 4 votes in the affirmative and Mr. Bradley abstaining.**

**C. Proposed 2010 Summer Program Budget (Estimated)** – Ms. Dembowski reported she is getting good response on registrations; she has not formally advertised to surrounding areas as yet.

**Flex Cards/Insurance** – Mr. Kearns noted the need to authorize Dr. Nelson to take the \$5350 that was added to the deductible pool and move it back to the flex cards. He will provide Dr. Nelson with a breakdown. **The Board authorized Dr. Nelson to move the money from the deductible pool to the flex cards.**

**9. Administrators’ Reports:**

**A. Superintendent** – Dr. Nelson noted there will be a Joint Area Boards meeting on May 27<sup>th</sup> at 6:30 p.m. at Kennett High School.

**B. Principal –**

**1. Report on Bullying Policy – See Pg. 2**

**FYI** – Ms. Dembowski has sent letters to the parents advising staff has met and discussed the class configuration which will go as intended except for the Unified Arts time when 4<sup>th</sup> grade will be by themselves, and 2-3 will be together. 2-3 will have homeroom with Mr. Harding, 4 will have homeroom with Ms. Robert. Ms. Anzaldi thanked Ms. Dembowski and the staff for putting in the time to figure out creative ways to come to a consensus, also for going to the parents and being open with the community.

Ms. Dembowski stated she is looking for people to be on the interview committee for the Media Specialist. Mr. Bradley, as a member of the Library Committee, will serve. Ms. Synnott offered to serve on the search committee for the Arts Person (interviews will be on June 9<sup>th</sup>). Interviews for custodian are scheduled for June 10<sup>th</sup>. Mr. Bradley will serve on that committee.

Ms. Dembowski noted they have not had a Listening Post for some time. It was agreed a Listening Post will be held on June 7<sup>th</sup> at 5:00 p.m., with the regular Board meeting starting at 6:00 p.m. Topic for Listening Post will be Wetlands and Playground.

Ms. Dembowski said teachers would like to do staff/board retreat prior to opening of school rather than at the end of the school year. It was agreed that would take place on Sept. 1<sup>st</sup> at 8:00 a.m.

**10. Citizens Comments:** None.

**11. Board Member Issues – Board Discussion:**

**A. Set Date for Next Meeting** – Regular meeting June 7th at 6:00 p.m.

Dam - As regards the abandoned dam behind the school, Dr. Nelson will contact HEB to find out if we need permits, what kind of work is required to make the area safe, and what should be done in the meantime.

Playground – Ms. Dembowski will send a newsletter to parents advising that after hours school rules are in effect. Ms. Anzaldi suggested posting the school rules outside on a laminated sheet, and at the Whitney Center as well, so that parents can be aware if their children are on school grounds after school hours the same rules apply as when school is in session.

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

**13. Non Public Session:** None.

**14. Adjourn:** Motion was made by Mr. Kearns, seconded by Ms. Anzaldi and carried by unanimous vote, that the meeting be adjourned at 7:40 p.m.

Respectfully submitted,

Gail T. Currier  
Recording Secretary