

**MINUTES OF MEETING
JACKSON SCHOOL BOARD
Whitney Community Center
September 21, 2009**

1. **Call to Order:** The Jackson School Board met at 6:00 p.m. Present were Jerry Dougherty, Keith Bradley, Andrew Kearns, Genn Anzaldi, Joe Kopitsky, Dr. Carl Nelson and Gayle Dembowski. There were two staff members present.
2. **Approve Minutes (8-17-09):** Motion was made by Mr. Kopitsky, seconded by Ms. Anzaldi, to approve the Minutes of the August 17th 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 a Joint SAU meeting on Thursday, Sept. 24th at 6:30 p.m. at the Mineral Springs Café at Kennett High School.
5. **Old Business:**

A. Discuss Date for Board/Faculty Retreat – It was agreed the retreat would take place on Oct. 15th from 3:00 to 5:00 p.m.

Mr. Kopitsky suggested a subcommittee be formed to begin looking at language, stating that in his opinion the subject will soon be State mandated.

Site Work for Playground – Motion was made by Mr. Bradley, seconded by Mr. Dougherty, that a contract be generated with FF&J Excavation for the excavation work for the playground, not to exceed \$2,500. Mr. Bradley stated this amount will include sand.

Mr. Dougherty reported that Mr. Bordash has scheduled Dig Safe to be here on Sept. 22nd to layout the lines. Mr. Bordash has expressed a desire to have the Playground Committee meet to look at placement of the equipment.

Mr. Dougherty noted that a source for the mulch has been found, but they need to find someone to certify it. It was the consensus that up to \$4,000 could be spent to obtain the right quality/quantity of certified mulch. Ms. Anzaldi wishes to make sure the work is scheduled on an appropriate time line so that all phases fall into place in the right order. **Motion carried by unanimous vote.**

Mr. Dougherty said it is his hope to utilize volunteers for installing the equipment. Mr. Bradley will generate an Email seeking volunteers, to be sent home with the students on Tues.

Fence – Ms. Anzaldi reported that she and Mr. Dougherty have chosen a “lovely” fence from Good Neighbor Fencing, to hopefully be installed within the next two weeks.

6. Instructional Issues: None.

7. Consider Personnel Actions:

A. Election of Sally McMurdo as Half-time Special Ed Teacher – Motion by Mr. Kopitsky, second by Mr. Kearns, to approve hiring Sally McMurdo as half-time Special Education Teacher effective August 31, 2009. Ms.

Dembowski stated that Ms. McMurdo has already begun, has put in a lot of extra effort familiarizing herself with the staff and position, and has been attending meetings in preparation for the position. **Motion carried by unanimous vote.**

B. Approval of Susan Ross-Parent for ESOL Tutorial Services – Motion by Mr. Kearns, second by Ms. Anzaldi, that the Board approve hiring Susan Ross-Parent as ESOL teacher. Ms. Dembowski stated Ms. Ross-Parent works fifteen hours a week. She will be helping a student adjust to a different culture, learning the language, including vocabulary instruction. **Motion carried by unanimous vote.**

8. Business Affairs:

A. FYI – 2009-10 Budget Status Report

B. FYI – 2008-09 Jackson School Lunch Program Deficit – Dr. Nelson reported there is about a \$6,000 deficit this year, which is better than anticipated.

C. FYI – 2008-09 Summary of Expenses and Receipts – Dr. Nelson announced there is about \$65,000 to be used to offset taxes - a combination of money that was not spent and revenue not anticipated.

Mr. Dougherty questioned whether the District should anticipate an increase in lunch costs because of discussions Bartlett has had regarding their increased cost. Dr. Nelson stated Bartlett is running at a little deficit and Jackson can probably anticipate that they may have to increase a little. He noted Jackson is on a par with other schools, deficit-wise; we would like to break even, but if we cannot, there is money put aside in the general budget.

9. Administrators' Reports:

A. Superintendent – Dr. Nelson asked for direction from the Board regarding the budget for next year in that it would be helpful to have an idea where the Board wants them to be. He noted, for instance, Conway has requested that they come in at zero flat line with the exception of utilities and health insurance costs. Mr. Kearns said regarding Special Ed money, the amount was still unknown at the beginning of the school year. It was acknowledged that a Special Ed student is still enrolled. Dr. Nelson said it is budgeted according to the IEP.

Mr. Dougherty stated last year we had an as-needed approach. We were up about 15%. He pointed out we are looking at some capital improvements, for instance, we need to look at painting the building. He suggested when working on the budget they keep in mind that there are some larger scale projects being considered. He suggested also checking with staff as to where they think we should be heading; he would like some feedback from the staff as to the importance of various projects. Ms. Dembowski noted there is the Library to be considered, change in program, and a language discussion as well.

Dr. Nelson summarized the direction to be an as-needed budget with an eye to keeping it as low as possible.

B. Principal –

1. Start Up - Ms. Dembowski is providing a weekly schedule of special events and meeting rotation plan. She noted there are a number of committees that folks belong to, many of them meet after school. She is also including the Sept./Oct./Nov. school calendars of any events that she is aware of.

2. Emergency Plan – Ms. Dembowski noted they have a new emergency plan in place, having students going to the church, changing the way they do fire drills, lock downs, etc. They will need to purchase things like walkie-talkies.

3. Safety Committee – Locking Front Door – It was reported that some doors only lock from the outside (a State survey received during the summer asked if we had lockable doors). She stated all perimeter doors are locked during the school day except for the front door. She suggested placing a sign at the door asking visitors to check in. Mr. Bradley suggested some sort of buzzer system in order to be alerted when someone comes through the door.

4. H1N1 – It was reported that for the time being they are just being watchful. They had one student who had an upper respiratory issue; however, the school nurse did not feel it required notification. Extra attention is being paid to hand washing. Dr. Nelson said the policy is presently to follow the cleanliness routine, keeping kids home who are sick, follow State guidelines.

- 5. Long-term Substitute Update** – Ms. Dembowski noted twelve applied, two have been chosen and their resumes given to Dr. Nelson for his review.
- 6. ESOL Services** – See Pg. 2 for discussion.
- 10. Citizens Comments:** None.
- 11. Board Member Issues – Board Discussion:**
- A. Set Date for Next Meeting** – October 19 - 6:00 p.m.
- B. Call for NHSBA Resolutions** – Deadline for submission – 10/23/09.

Request by Bridge Club to use the Whitney Center weekly. Mr. Kearns stated the group originally had wanted a time that was not going to work because of conflict with school kids, noting the desire to keep the Center for school activities during school time. He cited the issue of background checks and the need for hall monitor with other groups using it at the same time the school is using it. Ms. Dembowski noted the Bridge Club has now requested four hours every Sat. from Dec. to March. She pointed out this would require the presence of a custodian for opening up and closing, and setting up chairs and tables, resulting in overtime pay.

Mr. Kearns said the Oversight Committee needs to be involved. Mr. Dougherty agreed, noting there needs to be a policy in place to keep Ms. Dembowski from having to make decisions on charging of fees. Mr. Kearns said there are also groups that are not officially 501©3, but also are not out to make money.

Mr. Kearns noted the Oversight Committee is wondering also about a sandwich board for advertising of events, and questioned where that type of purchasing approval comes from - if the Oversight Committee approves the expense, where the purchase order would come from. Dr. Nelson noted it would be through the school. Mr. Dougherty said there needs to be some discussion from the Oversight Committee as to how the money is allotted – the percentage of how it is broken down is not clear. Ms. Bennett agreed it should be a discussion of the Oversight Committee, but that the endowment has not been formally set up – every year after this the endowment is payable Jan. 1st.

Jackson Falls Marketplace - There was brief discussion of the easement agreement with Jackson Falls Marketplace. There was some question of who should be paying for spring clean up and mowing, who would be making decisions as regards snow removal. Also there has been some concern with use of parking spaces at the marketplace by people who have business with the school. Note was made that the abutter has been very accommodating, and it was agreed Mr. Dougherty will meet with Mr. Wroblewski prior to any further discussion.

12. **Signing of Manifest:** All documents were duly signed.
13. **Non Public Session:** None.
14. **Adjourn:** Motion was made by Mr. Bradley, seconded by Mr. Dougherty and carried by unanimous vote, that the meeting be adjourned at 7:00 p.m.

Respectfully submitted,

Gail T. Currier
Recording Secretary