

Minutes of the Chester School Board Meeting
April 8, 2009

The April 8, 2009 meeting of the Chester School Board was called to order by Chairman Royal Richardson at 7:09 p.m. The meeting was broadcast on CETV-22, and taped for replay on CETV-22.

Present:

- Chester school board members Chairman Royal Richardson, Michael Romick, Mat Stover, Katherine Treanor, and Valerie Weider.
- Superintendent Victor Petzy, Principal Leslie Leahy, Jana Ruiz, Special Services Coordinator; Don Ennis, Maintenance Supervisor; and Annmarie Scribner, Financial Manager.
- Mrs. Corinna Reishus, Mrs. Brenda O'Loughlin, Mrs. Maria Veale, and Mrs. Lorna Hazelton
- Matt Rittenhouse reporter from the *Tri-Town Times*.

The Pledge of Allegiance was recited.

MANIFEST

Chairman Richardson presented the following manifests for approval:

P20 \$235,515.23

P21 \$212,110.76

The motion to “accept the manifests as read” was made by Mr. Romick and seconded by Ms. Weider.

There was no discussion.

Chairman Richardson called for a vote on the above motion made by Mr. Romick and seconded by Ms. Weider. The motion passed by a voice vote of 5-0.

MINUTES

March 11, 2009

Mr. Stover submitted a version with corrected spelling and the following additions and corrections:

The motion to “approve the March 11, 2009 minutes as submitted to the board” was made by Ms. Weider and seconded by Mr. Stover.

There was no discussion.

Chairman Richardson called for a vote on the above motion made by Ms. Weider and seconded by Mr. Stover. The motion passed by a voice vote of 5-0.

SCHEDULED GUESTS

Chairman Richardson asked Mr. Don Ennis to come before the board and make his presentation regarding the upgrades to the HVAC system. Mr. Ennis provided the board with an updated handout to explain cost and comparable costs to other vendors. Mr. Ennis explained that the current software for the HVAC system is out dated and is costing the District money in inefficiency to the heating system. Mr. Ennis said that in order to control the building and find savings a new software program was the way to go. Mr. Ennis recommended that the software be purchased for \$4,900.00 and some equipment needs to be replaced – two actuators, 2 sensors, and 3 recalibration of values at cost of \$2,244.58. The total cost would be for \$7,194.58. Mr. Ennis pointed out the company had come in and reevaluated the system and found the defective equipment at a cost of \$1,500.00

There was some discussion from the board.

Motion made by Mr. Romick to approve the cost of \$7,194.58 for the purchase of the software and upgrades to the HVAC system. Motion seconded by Ms, Treanor.

There was no further discussion.

Chairman Richard called for a vote on the motion made by Mr. Romick and seconded by Ms. Treanor. The motion passed by a voice vote of 5-0. .

Pinkerton Academy students Kelli Glynn and Kelsey Slade presented their report on Pinkerton Academy.

PUBLIC INPUT – Chairman Richardson asked if any of the public had anything to address. The consensus was that they wanted to speak about the end of school year, Chairman Richardson said he he will allow comment when the item comes up in the agenda.

BUDGET COMMITTEE INPUT – Mr. Romick said that the budget committee was devoting all of their time and energy on the town budget and therefore this nothing to report.

REPORTS – Written reports were provided to board members.

PRINCIPAL – submitted by Mrs. Leslie Leahy.
Summary of topics:

Personnel

- Positions: filled for next year. Further discussion will be held in executive session.
- Michele Paquette: Has resigned her position as Food Service Manager to return to school. Cheryl Musser will be filling her position for the remainder of the year.
- Mr Schweiss, Music Department Director has received a Distinguished Music Educator Award from Yale. Ms. Schweiss was on of 50 out of 425 nominations And will attend a two day conference in May.
- Mrs. Blanchette (1-5 Art): Recently published an article in “Arts & Activities”, an educational magazine showcasing Line Art and examples of Chester Academy Art.
- Mrs. Bento’s Third Grade Class: Has recently been corresponding with a gentleman stationed in Iraq. He sent a flag and plaque to thank the class for their efforts.
- Mrs. Hanna: Held Astronomy Night last week. Displayed student work and public had the opportunity to view the stars with donated or borrowed telescopes. Ms. Leahy was very impressed with all the effort and the final outcome. Almost all grade levels had posters and Ms. Hanna did a wonderful job of organizing it all. Ms. Leahy expressed kudos to the staff and parents that supported her! The technology addition was great. Parents and students seemed to really get a lot from it.

Student Management

Enrollment Report- Enrollments are down for this month by two students.

	June 2008	July Official*	July Unofficial**	August Official*	August Unofficial**	September	October	November	December	January 2009	February 2009	March 2009	April 2009
Grade 1	62	64	64	65	65	64	64	65	64	64	64	63	63
Grade 2	70	64	64	64	64	65	67	67	67	67	66	66	66
Grade 3	80	71	70	70	69	68	68	67	67	67	67	67	67
Grade 4	72	81	80	84	82	82	82	84	84	84	82	82	82
Grade 5	80	73	72	73	73	75	76	77	77	77	78	78	78
Grade 6	81	79	81	85	84	84	84	84	84	84	82	82	81
Grade 7	83	81	79	82	80	83	81	82	82	82	82	81	80
Grade 8	90	83	83	83	83	83	82	83	85	85	85	85	85
SUB-TOTAL	618	596	593	606	600	604	604	609	610	610	606	604	602
Pre-3 yr	7	5	5	6	6	6	6	7	7	7	8	8	8
Pre-4 yr	10	8	8	8	8	9	8	8	8	8	8	8	8
Kindergarten	14	12	12	12	12	11	11	11	11	11	11	11	11
SUB-TOTAL	31	25	25	26	26	26	25	26	26	26	27	27	27
TOTAL	649	621	618	632	626	630	629	635	636	636	633	631	629
*Records Requests & Records Received													
**Includes parent notification													

Kindergarten
Registrations =36
AM Preference=23 PM Preference=7
5 Parents have not called into confirm their preference yet.

First Grade
Registrations=67

Cell Phone Use – Ms. Leahy was looking to schedule a Discussion on Cell Phone Use In School: Night at Chester Academy Cafeteria 6:30-7:30 pm. On May 13th. Where parents and the administration would discuss the use of cell phones in the school. Ms. Leahy said that the intent was not to ban phones but to help parents understand the proper use of the phones and how they should not interrupt class time. Chairman Richardson suggested that the administration look at the policy of cell phones at Pinkerton Academy and tailor a policy for Chester Academy.

Administration

School Calendar: Two versions were given to the board to look over. The first version was identical to Pinkerton Academy. Version 2 was to start school on August 26, 2009 and end on June 11, 2010

The board and administration discussed the different calendars.

Motion made by Mr. Romick to use version 2 where school would begin August 26, 2009 and end on June 11, 2010. Motion seconded by Ms, Treanor.

There was no further discussion.

Chairman Richard called for a vote on the motion made by Mr. Romick and seconded by Ms. Treanor. The motion passed by a voice vote of 5-0. .

School Closing/Make-Up Days:

Chairman Richardson summarized the last two school board meeting regarding the discussion on the make up days. The original last day of school is slated for June 15th. If all of the make-up days are used the last day of school would be June 25th totaling 180 days. If the district uses the hours per year it would exceed the 1000 hour mark on June 19th, the state requires 945 hours. Chairman Richardson read the waiver conditions set by the Department of Education. The NH DOE says that a school district needs to identify the hours missed, explain why the hours can not or should not be made up; and you need approval from the school board.

Chairman Richardson opened it up to the school board and the public in attendance.

Mr. Romick asked Ms. Leahy if the teachers will be ready to finish school when the board sets the end date.

Ms. Leahy said that the teachers are doing their best to finish the curriculum by the end of school but it depends upon how quickly the students understand the subjects and material. Ms. Leahy said that the administration has already moved the marking period to the end of school, deleted the 8th grade field trip as well as the field days that were held in the end of June.

Mr. Stover felt the June 19th date was fine by doing away with the field trips and moving the grading period to the end of the year and thereby asking the DOE for a waiver for four days.

Ms. Weider was concerned if the district had met the criteria set by the DOE.

Dr. Petzy said that if the four day waiver is granted the teachers will have an additional 4 workshops due to contractual obligations. Dr. Petzy added that the para professionals would also need to be at school to make up their contractual agreement as well.

Dr. Petzy said that the waiver could include the issue of vacation schedules for parents and students and the fact that none of the other two vacation periods were affected; the extra days can be used as effective professional staff development programs; and use of the 845 hours for the year as a special rationale.

Ms. Hazelton said that the board is good at judging when school should end and that they are taking the education of the children of Chester first.

Ms. Veale said that she is grateful as a parent for what the board does and will do regarding this issue and thanks the board for taking the time to listen to the parents.

Motion made by Mr. Romick to set the last day of school for June 19th and ask the NH DOE for a four day waiver. Motion seconded by Ms, Treanor.

There was no further discussion.

Chairman Richard called for a vote on the motion made by Mr. Romick and seconded by Ms. Treanor. The motion passed by a voice vote of 4-1, with Ms. Weider voting no.

Graduation - since the last day of school has been decided Graduation will be scheduled for Saturday, June 20th Ms. Leahy will begin to form a graduation committee and have more details at the next board meeting..
Building Wide Evaluation Plan- An updated version was given to the board.

Educator's Evaluation Plan-An updated version with all final handouts was also distributed to the board.

Community Relations

April 13th- PTA Meeting at 7pm.

April 21-24th-8th Grade trip to DC

April 20th -24th- 6th Grade Nature's Classroom Trip

Academic

NECAP Results:

The final results are in. Chester Academy scores went up 1% in reading, 5% in math, 14% in writing and made AYP in math. Chester Academy did not make AYP in reading in special education.

Ms. Leahy said that since looking at the data when it was released on Friday, April 3rd she sees a potential problem where two students are still on the Chester roster when they should not be. Ms. Leahy has scheduled an appointment with the DOE for an appeal.

Ms. Leahy reported that there are many things that Chester did right this year which will not show until next year's test.

- Offering more one on-one tutoring to students and have been for a while.
- Received additional funding to add more tutoring time during the school day and this summer.
- First grade has added precision teaching this year.
- The state approved Chester's plan for this year and met with the administration in the fall and said they did not feel there would be anything further they could add to improve it.
- The elementary teachers have done a great job of implementing Walk to Read this year and the test results are looking better.
- Fifth grade has done a great job with the additional reading block! Mrs. Fawcett is new but has done an outstanding job with the upstairs remedial classes.

Ms. Leahy said that she and Ms. Maggie Holmes will be spending the next few weeks dissecting the data to see where the problems are and share the information with the Administration and the school board. There already exists plans in place for the summer and will be looking towards what the district can do for the fall. One option is to be looking for teachers willing to visit other schools this spring.

Discussion followed by members of the school board.

Mr. Stover expressed his concern that the reading scores have gone down in relation to last year's results, but he was encouraged by the increase in the math scores.

Mr. Romick said that it is disheartening that after five years of making improvements in the reading component the district is not making AYP. Mr. Romick pointed out that he understands that each year the students are not the same.

Overall the board expressed their concerns but said they look forward to May when the results and data analysis will be presented a true picture of the NECAP results will be presented.

SPECIAL EDUCATION ADMINISTRATOR – Report submitted by Mrs. Jana Ruiz

Including Samuel: April 3, 2009 the elementary staff, paraprofessionals and a few parent visitors viewed the film and a great discussion followed. A date with the budget committee has been set for after April 13, 2009 to view the film with them and have a discussion following. Ms. Ruiz invited any school board member who is interested in attending.

NH Connections: This month Chester Academy is partnering with the Seacoast Regional Support Network to host a support meeting for families, school, and community. The purpose is to build relationships, provide education and support, and to work together for our shared interests, children. April 21, 2009, 9:30 – 11:30.

FINANCIAL MANAGER – Report submitted by Mrs. Annmarie Scribner.

Budget Forecast 08-09: The forecasted savings seem to be holding and a comprehensive update will be available at the May meeting.

Rationale for Decisions on the Default Budget: Ms. Scribner distributed the process of coming up with the default budget.

**Chester Academy 2008-2009
First Time Process of Establishing a Default Budget**

Process

We began the process by assessing the definition. Since by definition it is the previous budget with contractual and mandated budget items added in, we went through and labeled those items in the right hand column with a C or M. Recurring costs also have to be fulfilled so we labeled those in the right hand column with an R

We removed any one time costs and any costs which were not in the proposed budget. Then we discussed as a group items which were some what nebulous for consensus using these bench marks.

Mandated Cost

Would be special education requirements need to file an IEP or any other state required mandates (such as kindergarten costs).

Contractual Cost

Would be any examples of enduring contractual agreements which we were required to honor such as the salary component of the teachers' contract and paraprofessional contract. We also considered the tuition agreement with Pinkerton to be contractual. Our transportation agreement would be contractual.

Recurring Cost:

Occurred each year such as textbook replacement orders, furniture replacement orders, equipment replacement orders, etc. Replacement indicated it was an on-going need. Anything ordered as new equipment, etc. was seen as a one time need and not a recurring cost unless it was established to be a mandated need. An example might be a specialized desk for a student on an IEP who needed that piece of equipment to be more successful in the classroom.

Finalizing

The budget included removing items which were not part of the proposed budget by school board choice such as two grade level teachers. Items which were removed to get to a requested amount by the budget committee were not considered choice and were kept in the default budget. An example of this was decreased paper amounts, maintenance supply decreases, etc.

SUPERINTENDENT

Reference Superintendent Report by Dr. Victor Petzy
Items covered throughout the agenda.

OLD BUSINESS

1. Review of Reorganization Assignments

CHESTER REORGANIZATION 2009-2010

Chairman:	Royal Richardson
Vice Chair:	Michael Romick
Budget Committee Rep:	Michael Romick, Matthew Stover (back up)
NHSBA Representative:	Matthew Stover
Performance Incentives Committee:	Royal Richardson, Matthew Stover
Pinkerton Representative:	Catherine Treanor, Matthew Stover (back up)
Policy Update:	Catherine Treanor
PTA:	Valerie Weider
School Cancellations:	Valerie Weider
Selectman Representative:	Valerie Weider
Teacher Contract Negotiations:	TBD
Technology Committee:	Catherine Treanor, Michael Romick (back up)

2. Federal Stimulus Funds Update - Dr. Petzy reviewed with the board that the state and DOE are working on how and the targeting of the Federal Stimulus Funds are to be allocated. The district is currently looking at funds for IDEA, Title 1 and special projects.

CORRESPONDENCE - none

POLICIES – Ms. Treanor distributed a policy pertaining to Voluntary/Involuntary Exit Procedures

PERSONNEL -

Resignation: Food Services Director

Michelle Paquette resigned effective April 3, 2009. Cheryl Musser has agreed to assume the role for the remainder of the year. Ms. Musser has a number of years of experience in our cafeteria and prior to that worked in a high tech business environment. The administration is talking about whether a person should be hired as the new director and stay with the current management model next year or contract with a management service that would oversee the entire operation. .

Motion made by Ms. Weider to accept the resignation of Ms. Paquette. Motion seconded by Ms, Treanor.

There was no discussion.

Chairman Richard called for a vote on the motion made by Mr. Romick and seconded by Ms. Treanor. The motion passed by a voice vote of 5-0. .

Faculty Nominations: Closed Session

OTHER – none

ANTICIPATED DATE OF NEXT REGULAR MEETING: Wednesday, May 6, 2009

NONPUBLIC SESSION, RSA 91-A: 3II (c, e)

Mr. Stover made a motion “to move the meeting to a Non-Public Session, pursuant to RSA 91-A: 3II (c,e) For personnel and student issues” Mr. Romick seconded the motion.

Chairman Richardson called for a roll call vote on the above motion made by Mr. Stover and seconded by Mr. Romick. Roll call vote was taken and board members Romick, Stover, Richardson, Treanor, and Weider all voted in the affirmative, 5-0.

The Board adjourned to a Non-Public session at 9:50 p.m. on April 8, 2009.

Also in attendance and participating in the Non-Public Session were SAU 82 Superintendent, Dr. Victor Petzy; Chester Academy Principal, Leslie Leahy; and Chester Academy Special Education Director, Jana Ruiz

CLOSURE OF NON-PUBLIC SESSION

Mr. Stover made a motion to conclude the Non-Public Session, pursuant to RSA 91-A: 3II (c,e). Mr. Romick seconded the motion.

There was no discussion.

Chairman Richardson called for a voice vote on the motion by Mr. Stover and seconded by Mr. Romick. Board Members Richardson, Romick, Stover, Treanor, and Weider all voted in the affirmative. The motion passed 5-0.

The meeting returned to Public Session at 11:45 p.m. on April 8, 2009

PUBLIC DISCUSSION

There were no items to vote upon.

ADJOURNMENT

Chairman Richardson made a motion to adjourn the meeting. Mr. Stover seconded the motion.

There was no discussion.

Chairman Richardson called for a vote on the motion by xxx and second by xxx. All members voted in the affirmative 4-0, motion passed.

The Meeting adjourned at 10:50 p.m. on April 8, 2009.

Draft minutes respectfully submitted April 11, 2009.

School Board Approved April 8, 2009 Minutes on May 6, 2008 by a vote of 3-0 (Mr. Romick absent, Ms. Treanor late)

A true Attest.
Respectfully submitted
Robert S. Grimm
School District Clerk