

Minutes of the Chester School Board Meeting
July 8, 2009

The July 8, 2009 meeting of the Chester School Board was called to order by Chairman Royal Richardson at 7:07 p.m. The meeting was broadcast on CETV-22, and taped for replay on CETV-22.

Present:

- Chester school board members Chairman Royal Richardson, Mat Stover – via Teleconference call, Catherine Treanor, and Valerie Weider.
- Superintendent Victor Petzy, Principal Leslie Leahy, and Jana Ruiz, Special Services Coordinator.
- Members of the public Tania Zirn
- Matt Rittenhouse reporter from the *Tri-Town Times*.

Late:

Michael Romick arrived at 9:30 p.m. during the Non-Public Session.

Absent:

Annmarie Scribner, Financial Manager

The Pledge of Allegiance was recited.

MANIFEST

Chairman Richardson presented the following manifests for approval:

P1 7309	\$41,797.96
#23AP	\$130,688.85
P26A	\$63.22
P26B	\$627.93
P26C	\$6,906.85
P26D	\$60.62

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

There was no discussion.

Chairman Richardson called for a vote on the above motion made by Ms. Weider and seconded by Ms. Treanor. The motion passed by a voice vote of 4-0.

MINUTES

May 6, 2009

The motion to “accept the May 6, 2009 minutes” was made by Ms. Treanor and seconded by Ms. Weider.

There was no discussion.

Chairman Richardson called for a vote on the above motion made by Ms. Treanor and seconded by Ms. Weider. The motion passed by a voice vote of 4-0.

June 3, 2009

Mr. Stover presented changes to the June 3, 2009 minutes:

- Page 1 change the word legislator to legislation
- Question by Mr. Stover regarding the revenue Amounts presented in March 2009-10 as a risk of being reduced.
- Under Budget Committee section add statement that “wanted to reserve comments to later in meeting.
- Change the enrollment number from 255 to 640
- Question on the Title IV grant \$4,000 or \$40,000
- Under Old Business – Mr. Stover wanted to have the board make a principle statement regarding the surplus funds.
- \$6,000 is amount for site work of Kindergarten rooms
- Fourth paragraph – Mr. Stover said that the \$354,000 is reduced by at least 50% if all priority items are approved.
- Page 8 – “as well as updated” reword the paragraph
- Page 9 – last clause remove typos
- Under CEA Negotiations, second paragraph - “not having the NEA Rep is no excuse and reminding the board that the committee that was setup was a good start.”
- Change sentence regarding negotiators, to the could not find any districts that have used a negotiator.
- Ms. Weider not alternate for CEA negotiations
- Merit Pay topic was mentioned by Dr. Petzy at a previous meeting
- The vote to CEA board negotiators was 5-0 with no abstains ions

The board agreed to hold off on approving the June 3 2009 board meeting minutes so Clerk Grimm could resubmit them with the corrections noted by board members.

SCHEDULED GUESTS - none

PUBLIC INPUT – Ms. Tania Zirn asked if the District had come to a conclusion regarding the busing of kindergarten students.

BUDGET COMMITTEE INPUT – on hiatus until their next meeting in September.

REPORTS – Written reports were provided to board members.

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

Academic

Grant Writing- for Title I and SINI are underway for next year.

Revised AUP-Copies of the revised Acceptable Use Policy (AUP) for Chester Academy students were updated by the Technology Committee and presented to the school board. The AUP addresses Grades K-1, Grades 2-4, and Grades 5-8 due to the nature

and use of computers at their grade level. The AUPs will be posted on the Chester Academy web site for families and students to review and sign.

Personnel

Open Positions- The district is currently in the process of interviewing for a food service manager, a technology specialist, and one maintenance person.

Robert McGrath-Verbally resigned from his position in person on June 9th, 2009.

Jay Pelletier-Has asked to resign from his position as technology specialist.

Heather O’Neill- has asked to resign from her position as behavior specialist.

Student Management

Enrollment Report- Enrollments are consistent with last month.

A kindergarten enrollment for the fall is 37 students.

	June 2008	July 2008	August 2008	Sept 2008	Oct 2008	Nov 2008	Dec 2008	Jan. 2009	Feb. 2009	March 2009	April 2009	May 2009	June 2009	JULY 2009
Kindergarten	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	37
Grade 1	62	64	65	64	64	65	64	64	64	63	63	63	63	69
Grade 2	70	64	64	65	67	67	67	67	66	66	66	66	66	64
Grade 3	80	71	70	68	68	67	67	67	67	67	67	67	67	65
Grade 4	72	81	84	82	82	84	84	84	82	82	82	82	83	68
Grade 5	80	73	73	75	76	77	77	77	78	78	78	78	78	83
Grade 6	81	79	85	84	84	84	84	84	82	82	81	81	82	79
Grade 7	83	81	82	83	81	82	82	82	82	81	80	80	80	83
Grade 8	90	83	83	83	82	83	85	85	85	85	85	85	84	80
SUB-TOTAL	618	596	606	604	604	609	610	610	606	604	602	602	603	628
Pre-3 yr	7	5	6	6	6	7	7	7	8	8	8	8	9	5
Pre-4 yr	10	8	8	9	8	8	8	8	8	8	8	8	8	8
Kindergarten	14	12	12	11	11	11	11	11	11	11	11	11	11	NA
SUB-TOTAL	31	25	26	26	25	26	26	26	27	27	27	27	28	13
TOTAL	649	621	632	630	629	635	636	636	633	631	629	629	631	641

Kindergarten Survey- Survey was presented to the 37 Kindergarten families regarding using the bus for transportation to Chester Academy in the AM or returning home in the PM.

37 in Survey – 17 said YES and 14 said NO.

Of the 17 who responded YES they are interested in using the bus, 13 were part of the AM program and 4 were part of the PM program.

Potential Bus impact based upon 2008-09 Bus Routes would be an additional two on Bus #1, Bus #2, Bus #5, and Bus #8. There would be five more on Bus #3, three on Bus #4, one on Bus #6, and zero on Bus #7.

Dr. Petzy said the addition of the Kindergarten students would have a minimal impact. The district has been using eight buses for several years and has had larger enrollments. It is a numbers game, but Dr. Petzy said he felt the district could handle it.

It was suggested that the kindergartners be placed in the front of the bus and parents are informed of the bus policy for students under the grade of 3 that requires an adult or older sibling be present at the stop.

Ms. Treanor made a motion “to offer transportation to the kindergarten students - to school for the AM program and home for those in the PM program.” Ms. Weider seconded the motion.

There was no discussion.

Chairman Richardson called for a vote on the above motion made by Ms. Treanor and seconded by Ms. Weider. The motion passed by a voice vote of 4-0.

Building and Grounds

Kindergarten Portable- Site preparation has begun for the arrival in late July of the portable.

Summer Maintenance- Currently underway doing the normal clean, repair, paint, and wax process.

Surveillance- Due to recent damage to the building and grounds, the administration is requesting to move forward with the previous plan for surveillance cameras stationed on the outside walls as well as one inside in the gym area for weekend activity. The building would be monitored when there are no staff members in the building to prevent further damage. The district has received bids for the project and has chosen Total Security of Gilford, NH for an estimated cost of \$3,275.00. The funds have come out of the 2008-09 surplus.

Administration

Surplus- The district completed the expenditures from the 2008-09 surplus that was approved by the school board in June 2009 not to exceed \$38,000.

- Site Work Costs for Kindergarten	\$0 – was already taken out
- World Language Textbooks	\$9,867.19
- Write Trait Adoption	\$6,905.69
- Language Arts Textbooks	\$1,696.83
- Wall Construction	\$4,850
- Seven Laptops for SPED	\$8,861.93
- Security Camera System	\$3,275

The total cost was \$35,457.14

Community Relations

Summer School has begun on July 7th from 8:30-12:30 for students attending Chester Academy with 49 students enrolled.

SPECIAL EDUCATION ADMINISTRATOR – Report submitted by Ms. Jana Ruiz

Extended School Year Programming: 49 students are slated to be attending the district's extended school year program. This only includes students with IEP's although the program will be joining with Title I Reading services to provide services to incoming first grade students and other elementary students' grades 2-4.

ARRA Stimulus: Attended a Webinar held by the Department of Education on Thursday June 25 to review the application process. Ms. Ruiz is working with the DOE consultants to finalize the application in the manner in which the state is requesting.

Professional Development: Staff attended a variety workshops the week of June 22, 2009 through June 26 including Storyboarding, Six Traits Writing, CPR and First Aide, Holt Math programming and Technology. Other activities included preparing for

next year, discussions regarding programming for students, review of IEP's and planning visual supports for individual students.

Pinkerton Graduates: The district is proud to announce that 7 students who received services through the special education department at Pinkerton have graduated. Congratulations!

Out of District Students: The district has two students who require out of district programming which were not originally planned for. Ms. Scribner will be giving you the forecast with the estimated impact to our 2009-2010 budget.

FINANCIAL MANAGER – Report submitted by Ms. Annmarie Scribner.

With the unanticipated addition of two out of district placements the budget for the 2009-10 year is now showing a deficit of \$100,000.

The adequacy Fund level has stated at the submitted amount on the March ballot. The State of NH has changed the percentage rate regarding the state percentage for its retirement contributions. In the 2009-10 year it will be 30%, 25% in 2010-11,

Another change is the CAT aid from 73% to 70%

SUPERINTENDENT

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

OLD BUSINESS

Kindergarten Update:

The Planning Board approved the district's site plan and contractors for excavation work, electrical hook ups and plumbing, all of which precede the actual placement of the portable unit have been chosen. The target date for completion by the end of July.

The district has been told by the Chester Fire Chief, Rich Antoine that the town of Chester has an ordinance on the books that requires sprinklers to be installed in manufactured housing. The plan is to have the sprinklers tied into the existing system.

The district also found out that the ADA requires additional ramps for multi units.

NEW BUSINESS

CEA Negotiations: The CEA proposal and the Board's responses will be discussed in non-public. The board has been supplied with a synthesis of the District's attorney analysis of the current contract as well as the original summary.

Chairman Richardson and Mr. Stover met recently with the CEA reps, Dr. Petzy, Ms. Leahy, and the NH NEA representative. The schedule of meeting dates was set for negotiations with a November completion date. Chairman Richardson said there was a positive outlook by all parties. Mr. Stover added that there was good discussion and awareness by all that there is a tough economic element in Chester, in the state and in the country.

CORRESPONDENCE

Letter was received from Fire Chief Antoine that there has been an increase of “yellow alarms” within the building. Ms. Leahy has spoken with Chief Antoine and explained that due to the increase in cleaning and rising of dust it has set off the smoke alarms. The maintenance staff has been cleaning and replacing the units throughout the building.

Chairman Richardson received a letter from the NH Board of Education stating that Chester Academy has been awarded an “Approved Designation” for the 2009-10 year/

The Chester Board of Selectmen sent a letter informing the school district that due to changes in the parking around the town ball fields to more handicap spaces parking may increase in the main school lot.

POLICIES

Policy on Voluntary/Involuntary Exit Procedures: Second Reading.
Ms. Treanor read the policy with some minor corrections.

Purpose/Objective

To provide a standardized policy and process framework for resignation, termination and effluxion

Scope

This policy applies to Chester Academy Employees, SAU Members and all other affiliated persons who partner in support of the school

This policy applies to the extended processes and relationships used to deliver services at Chester Academy

Policy

The exit policy utilizes a documented exit process

This policy addresses the exit process of a working relationship, either by the employer or the employee defined as:

The employer may end the relationship due to the conduct or capacity of the employee

The employee may end the relationship by way of resignation

The employment relationship may come to an end through effluxion of time; expiry of contract or reaching the normal retirement age or death

The exit process and final interview provides communicative avenues enabling Chester Academy to determine why an employee is terminating their working relationship and may help to identify improvements

The process enables the opportunity of harmonious termination of the employment relationship

The process assists with the retention of knowledge and intellectual property

The process assists with financial accuracy and consistency

Any non-compliance with the process shall be remedied through the SAU.

Scheduled Quarterly reviews with the School Board will occur to monitor the status and effectiveness of the policy and process.

Targets for policy and process improvements shall be established if necessary

References

New Hampshire School Boards Association, Legislative Summary 2008

Business Affairs, Policies & Processes, 2009

Draft Human Resources Code of Good Practice, Department of Labor of 2004

University of Western Cape, 2009

Exit Process & Checklist

Who is accountable for validation Evidence of Completion

Evidence of Intent

- Written resignation
- Termination Letter
- Effective date of separation
- Notification to Union if applicable
- Exit Interview

Benefits

- Health Insurance
- Life Insurance
- Sick time
- Vacation Time owed

Payroll

- Pro-rate payroll required
- Date determined to stop payroll
- Overpayment
- Tuition re-imbursement
- Computer/system purchases
- Schooling mileage
- Review any outstanding expenses: pending invoices

Access

- Collect keys- files, school, classroom
- Remove access to school
- Reset security code on school alarm system (if applicable)
- Remove access to school intranet
- Change password on LAN (generic account)
- Disable Email Accounts
- Remove contact data from website
- Alert PTA for website update/cancel AlertNow
- Deactivate voicemail & mailbox, remote access

- Collect laptop/pc/phones
- Cancel calling cards/pagers/wireless
- Collect outstanding Documentation on employees/children

PERSONNEL –

Resignations:

Robert McGrath-Verbally resigned from his position in person on June 9th, 2009.

Jay Pelletier-Has asked to resign from his position as technology specialist.

Heather O'Neill- has asked to resign from her position as behavior specialist.

Ms. Weider made a motion “to accept the resignations of Mr. McGrath, Mr. Pelletier, and Ms. O’Neill.” Ms. Treanor seconded the motion.

There was no discussion.

Chairman Richardson called for a vote on the above motion made by Ms. Weider and seconded by Ms. Treanor. The motion passed by a voice vote of 4-0.

OTHER – none

ANTICIPATED DATE OF NEXT REGULAR MEETING: Wednesday, August 5, 2009

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

Ms Treanor 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” Ms. Weider seconded the motion.

Chairman Richardson called for a roll call vote on the above motion made by Ms. Treanor and seconded by Ms. Weider. Roll call vote was taken and board members Stover, Richardson, Treanor, and Weider all voted in the affirmative, 4-0.

Meeting went into Non-Public session at 8:20 p.m. on July 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.

**** NOTE: Mr. Romick joined the meeting at 9:30 p.m.

CLOSURE OF NON-PUBLIC SESSION

Ms. Treanor made a motion to conclude the Non-Public Session, pursuant to RSA 91-A: 3II (c,e). Mr. Romick seconded the motion. Board Members Richardson, Romick, Stover, Treanor and Weider all voted in the affirmative, 5-0.

The meeting returned to Public Session at 10:38 PM on July 8, 2009.

PUBLIC DISCUSSION

There were no items to vote upon.

ADJOURNMENT

There being no further discussion, Ms. Treanor made a motion to adjourn. Ms. Weider seconded the motion.

Board Members Richardson, Romick, Stover, Treanor and Weider all voted in the affirmative, 5-0.

The Meeting adjourned at. 10:40 p.m. on July 8m, 2009.

Draft minutes respectfully submitted July 18, 2009.

Minutes Approved at the August 5, 2009 School Board Meeting by a 4-0 vote.

A true Attest.

Robert S. Grimm, School District Clerk