

Minutes of the Chester School Board Meeting
May 6, 2009

The May 6, 2009 meeting of the Chester School Board was called to order by Chairman Royal Richardson at 7:08 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, and Valerie Weider.
- Superintendent Victor Petzy, Principal Leslie Leahy, Jana Ruiz, Special Services Coordinator; Don Ennis, Maintenance Supervisor; and Annmarie Scribner, Financial Manager.
- Matt Rittenhouse reporter from the *Tri-Town Times*.

Absent:

- Chester School board member Michael Romick

Late:

- Chester School board member Katherine Treanor arrived at 7:35 p.m.

The Pledge of Allegiance was recited.

MANIFEST

Chairman Richardson presented the following manifests for approval:

#19	\$42,738.40
#20	\$147,156.29
22P	\$241,664.04
23P	\$201,000.68

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

There was no discussion.

Chairman Richardson called for a vote on the above motion made by Mr. Stover and seconded by Ms. Weider. The motion passed by a voice vote of 3-0.

MINUTES

April 8, 2009

Mr. Stover submitted a version with corrected spelling.

The motion to “accept the April 8, 2009 minutes with the spelling corrections” 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 3-0.

SCHEDULED GUESTS

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

Dr. Petzy spoke on the great job Ms. Glynn and Ms Slade have been doing at Pinkerton Academy, both are the top of their class. Dr. Petzy pointed out that Ms. Glynn will be attending the St. Paul's advanced program for summer of 2009.

PUBLIC INPUT - none. Chairman Richardson explained the rules for future input due to some concerns from last month's meeting. Anyone wishing to speak needs to identify themselves and keep their comments short.

BUDGET COMMITTEE INPUT – nothing to report since committee has been working on the town budget.

REPORTS – Written reports were provided to board members.

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

Administration

Title I Stimulus Grant: Currently being processed by Maggie Holm.

Swine Flu-Keeping abreast of current recommendations. School nurse is closely monitoring any potential concerns. Letter went home to parents on Monday. Dr. Petzy gave an update on what had transpired during vacation week. State did a good job keeping the school districts informed.

Chairman Richardson made comment that he and his family were reassured getting updates from Chester as well as PA.

Chester has been monitoring this situation closely and receiving daily advisories from the CDC, the State Dept of Health and Human Resources and Katherine Rannie, the DOE School Health Services Consultant. This week Ms. Leahy worked with Assistant Principal Mark Campbell to issue an AlertNow message indicating that we plan to open school as usual on Monday and providing advice on prevention and intervention. The message has been posted on the Chester Academy website and Mr. Campbell has sent it to the PTA for issuance through their system. Monday we will meet with the faculty and staff to update them on the problem and to discuss current state advisories. Chester Academy will also send a letter to parents based on a sample provided by DOE. Unless Chester knows of confirmed cases among Chester Academy students and staff, Chester Academy's plan to remain open.

Personnel

Makeup Days for End of Year for Staff – The administration has created a draft schedule for teaching staff and paraprofessionals. Copies were given to the board.

Plan For End Of June Workshop Days
 June 22-26th /29th

Mon. 22nd Tues. 23rd Weds. 24th Thurs. 25th Friday 26th Mon. 29th

Note: Because staff will be working varied schedules, there will be a sign in/sign out sheet in the front office for all educational staff.

Elementary Teachers	Math Alignment All Elementary Teachers Gr. 1- 4	Six Traits Training	Six Traits Training	Complete report card grades and normal close out procedures. or Tech training in lab	Prepare for Fall Classes-Meetings with specialists, read IEPS, cross grade meetings to share info; make rosters; name labels, set up folders, etc.	May be made up by staying over until 5:00 on m-th of previous week or arranging to come in early with principal. Or Work on your own
MS Teachers	Holt Training for grade 6-8 Math Presentation in Lab by Susan Kessler on use of new school tools from recent grade	Six Traits Training Gr. 6-8 Math Alignment with Maggie	Six Traits Training	Complete report card grades and normal close out procedures. Or Tech training in lab	Prepare for Fall Classes-Meetings with specialists, read IEPS, cross grade meetings to share info; make rosters; name labels, set up folders, etc.	May be made up by staying over until 5:00 on m-th of previous week or arranging to come in early with principal. Or Work on your own.
IA Teachers	Organize, pack, clean, and place any outstanding orders Or CPR and First Aide Training	Six Traits Training Or Alternate Proposal	Six Traits Training Or Alternate Proposal	All- Complete report card grades and normal close out procedures. Or Tech Training In the Lab	Prepare for Fall Classes-Meetings with specialists, read IEPS, cross grade meetings to share info; make rosters; name labels, set up folders, etc.	May be made up by staying over until 5:00 on m-th of previous week or arranging to come in early with principal. Or Work On Your Own

June 22-26

Mon. 22nd Tues. 23rd Weds. 24th Thurs. 25th Friday 26th

Mon. 29th

Specialists/Service Providers	See Jana	See Jana	See Jana	See Jana	Prepare for Fall Classes-Meetings with specialists, read IEPS, cross grade meetings to share info; make rosters; name labels, set up folders, etc.	May be made up by staying over until 5:00 on m-th Previous week or arranging to come in early with principal. Or Work On Your Own
Paraprofessionals	CPR and First Aide Training or limited seating in lab for digital tools presentation	Joanne Flannagan Technology Training in Lab	Video presentation in the café on methods of differentiating instruction Or TBD	Further training on Walk to Read Model; DIBELS training;	Prepare for Fall Classes-Meetings with specialists, read IEPS, cross grade meetings to share info; make rosters; name labels, set up folders, etc.	NA-do not need to come this day.

**** **Mrs. Treanor arrived at 730 pm**

Mr. Stover stated that the schedule shows a good schedule for the week and it will give the staff a good opportunity to bond. Mr. Stover added that he hopes everyone plans to attend, but the administration will make the needed accommodations.

Ms. Scribner was concerned if people said they will come and doesn't but are paid out, is there something that can be done if they come back next year?

Chairman Richardson said it looks like a good plan and great to see the Para professionals integrated into the plan.

Dr Petzy said it was the option of the board to vote or not, but if board is behind it then it will send a message.

The motion to “endorse and support the plan presented by Ms. Leahy and hopes the all staff participates.” was made by Mr. Stover and seconded by Ms. Treanor.

There was no discussion.

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

Student Management

Enrollment Report- Enrollments are consistent with last month.

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

Kindergarten enrollments for the fall remain at 36 students.

Kindergarten

Registrations =35

AM Preference=23 PM Preference=7

5 Parents have not called into confirm their preference yet.

First Grade

Registrations = 67

Will look at running 3 sections.

Dr. Petzy said that the projection was 45 and we still have summer to go.

Washington DC and Science Camp Trips-Went well. There are no concerns good reports from parents and students.

Academic

Science NECAPS-Will be administered in the month of May. All materials have been received and schedule for administration is in final planning stage.

Fall NECAPS Review- Although there were minor student information errors in reports, they would not have affected final outcome so the administration did not pursue the appeal process. Review of Information related to data is presented in handout to school board.

Ms. Ruiz presented information related to specific reading challenges for students with different forms of dyslexia; summary was handed out to board for review. Stressed that students taking writing and reading portion cannot be assisted like Science and Math.

AYP Results: Ms. Leahy gave a report on AYP in relation to the national requirement by 2014. Gave board a chart of projecting CA future.

The whole school made AYP in Math, Reading, and Writing, the whole school scores went up in all areas. The whole school made AYP in SPED and Economically Disadvantaged groups in math. The whole school in Economically Disadvantaged groups in reading, but SPED overall did not make AYP. Data shows successful results. Good reports in reading and higher numbers in lower grades.

The SPED group this year consisted of 72 students with a handful of students in early grades and larger number in upper grades. The bubble year is grade 4 with 21 students. Pool of students are not the same each year as well as when you are successful in special education students are graded on normal level 3 or 4. Non reported scores when students are not in district for full year.

Dr. Petzy spoke on the NECAPS and AYP Nature of test taking drives the scores – emotionally, physiologically disabled. Students get a standardized test which goes against how the children are taught and identified with different issues. Nice to spend energy to capture the successes and not find the “silver bullet”.

Ms. Treanor asked if there away to reach beyond a committee? Ms. Treanor added that there is a lot of communication that this, the testing is not done fairly.

Ms. Leahy said that the NH Board of Education and our congressmen are the advocates.

Mr. Treanor said that they are not effective, is there another avenue?

Mr. Stover said the last administration in Washington DC was talking about exceptions for SPED but hard pushback from Congress not to change anything. There must be something done for this group of SPED kids, it is common sense. Two issues SPED and overall scores in reading vs. math where math was very good and reading was not.

Ms. Leahy presented numbers looking at the pool of 50 random students and how they scored and a projection of where the school should be next year to meet AYP.

Factors out of school control

- The majority of SPED population has one or more deficits in the area of reading
- Reading is the only test that does not allow for accommodations related to the student's disability
- Chester has students who are discharged because they made successful gains and their positive scores are now reflected in the whole school population and are no longer a factor for success in the SPED scores.
- The pool of students is not consistent from year to year with students being discharged or moving before the end of the school year which means Chester does not get credit for their success in the fall because they did not complete a month or two in school at Chester.
- In recent years' Chester have had students move in with some very severe disabilities. The ebb and flow is unpredictable.

Factors school can control

- Providing additional training and staff development for teachers using strategies used by experts in the field of reading and setting expectations for instruction.

- Reassessing areas of weakness in the districts curriculum materials and looking for supplementary programs which further support students. Providing more technology interventions.
- Reaching out to parents with tutoring, at home activities they can do with their children, and an opportunity to exchange ideas and concerns to help support students and parents.
- Creating a positive testing environment, provide incentives for good testing strategies used by students, provide students with more test taking strategies, and spend the first month of school focused on instruction.
- Asking for further support from an outside panel of experts.

Current and future plans:

1. Grade 2 through Grade 4 reading program to continue
2. Language Arts curriculum map is done School Curriculums-Language Arts, Math, and Science Curriculums are aligned with state standards, have been completed building wide in grades K-8 using the same format presented at a previous school board meeting. Work in Social Studies will continue this summer.
3. Homework Now expanded to all grades
4. Prof Develop, Parent Workshops, 1 on 1 tutoring
5. Summer grant funding for 1 on 1
6. Homework Club
7. Additional Staff help for students
8. 1 on 1 help for SPED students
9. looking at way to offer students transportation to stay after school for help

School Visitations related to NECAPS- will share info from Pinkerton, Hampstead, and Derry. Have a future visit scheduled with Auburn.

Pinkerton related that offering immediate rewards for successful testing sessions in the form of tickets which could be turned in for food and raffle items was very successful in helping to increase student performance on NECAPS and worked well with some of their special education students. Test grades were also added to students' transcripts which provided greater incentive for students to take the test seriously. Students also practiced the testing format every Friday prior to testing in the fall which seemed to boost confidence and performance.

Derry-The schools who did well reported that they also provided students with incentives for good testing sessions. They also met with students who performed poorly the previous year but had performed well in other years and let them know their performance on the test made a difference to the whole school population. They had teachers being very active proctors during testing and making notes of students who were and were not using good test taking strategies during testing. This was information was then used to reward students. They felt this was also helpful with some students.

Hampstead-Also provided incentives as well variety of interventions at the elementary and middle school levels. The visit was helpful in looking at ways to provide interventions sooner. A visit to the middle school is scheduled for tomorrow.

Auburn Village School-Upcoming visit-will present information at next school board meeting.

Note: Pinkerton, Derry, and Hampstead all expressed grave concerns about their ability to make AYP next year with the increase in the confidence intervals.

Building and Grounds

Fuel: Will need to reorder soon. Proposing a complete fill rather than a partial while prices are low. Cost is \$8,125.00 for approximately 7,000 gallons.

Community Relations

Early Release May 8th

PTA Father/Daughter Dance at the MPR on Friday, May 8th. For more details, contact the PTA or front office.

First Grade Screening Saturday, May 9th Please contact the front office for more details.

8th Grade Class Night-June 17th at the MPR at 6:30

Last Day of School June 19th

8th Grade Graduation: June 20th at 10:00 under the tent at Chester Academy.

SPECIAL EDUCATION ADMINISTRATOR – Report submitted by Mrs. Jana Ruiz

Extended School Year Programming: District will be holding its extended school year program this year from July 7 to Aug 6, 2009. The program will be three days per week Tuesdays, Wednesdays, and Thursdays from 8:30 to 11:30.

NH Connections: In April, Chester Academy partnered with the Seacoast Regional Support Network and hosted a support meeting for families, school, and community. A great meeting with many ideas for future support and training was held. The administration is in the process of developing an ongoing time to build relationships, provide education and support, and to work together for our shared interests, children. The next will be schedule before the close of school.

New Hampshire Parent Involvement Survey: The NHDOE has once again asked Districts to send out the statewide surveys for parents of students who are preschool and school aged who receive special education services. Chester sent out the surveys early in April and expects the results later in the summer. The purpose of the survey is to gain an understanding of how school s are facilitating parent involvement as a means of improving results for children with disabilities. The information received will be used to improve the support to parents and provide training to the staff and community.

IDEA Stimulus Money: Ms. Ruiz is currently writing this grant with a template the state has provided and will finalize the process May 15, 2009 when the state publishes a web based final application. The grant includes activities to improve our reading outcomes for students who have not made AYP.

FINANCIAL MANAGER – Report submitted by Mrs. Annmarie Scribner.

Budget Forecast 08-09:

Regular Education is currently showing a positive balance of \$44,576.

Four areas are responsible for this are:

1. Salaries & Benefits - Teacher Salaries and benefits \$27,785
2. Tuition - Public school tuition is showing a projected surplus of \$107,216
3. Other Programs - \$2,562
4. Transportation - Fuel Surcharge forecast lower than anticipated and

Projecting a savings of \$36,749

These positive balances are offset by deficits in functions 2110 to 2900.

Special Education is currently showing a positive balance of \$120,630

Four areas are responsible for this are:

1. Salaries and Benefits - Teacher and Para Salaries & Benefits \$31,878
2. Speech contracted \$9,913
3. Tuition/Out of District - \$42,000
4. Transportation - \$50,000

Ms. Scribner said as the year progresses, these projections could change significantly. Overall, the prediction is a \$165,206 positive balance at year end. This estimate is based on what is currently known and will be adjusted as the year continues.

Proposal for Possible Surplus Expenditures

Paper Order \$1,000 to make up for the money which was cut front this line in next year's budget.

Site Work Costs for Kindergarten \$6,000- required by town to present a site plan.

Flat Screens \$6,500 to replace all old CRTs in the building. Costs of screens and proper disposal of the screens in the building.

World Language Textbooks \$6,800-Are out dated and there is a need for additional books with the increase of Spanish students now that French is not being offered. This cost will cover all new textbooks for 7th and 8th grade as well as supporting materials.

Write Traits Adoption \$7,900 -To enhance reading and writing in grades 6 and 7 and complete supplemental materials for grade 8. Limited pilot in grade 8 this year. State recommended program.

Conference Line \$800 – new line installed in conference room and phone purchased to allow for conference calls at meetings.

Propane- Fill Tank to take advantage of low prices now. Cost 8,125.00

New Vacuums for Maintenance staff-Old ones are breaking down. \$2,000

Plasma Screen for Conference Room \$1,500 with wall mount to be used for presentations, parent meetings, and video conferencing with Skype.

7 laptops for Special Education Teachers \$12,500-with docking stations, flat screens, keyboard and mouse to allow teachers to complete documentation at home or school related to IEPs and bring to meetings rather than sharing 1 laptop which they do now.

Student Computer for Every Elementary Classroom- Total 14 computers at cost of \$9,200 for all components and appropriate software. Jana will be asking for additional computers through stimulus funds so the ultimate outcome between both monies would be three computers for every room. This would allow for remediation and enrichment through a variety of software programs as well as allowing students to use computers as part of their regular classroom instruction.

Computer Lab with Cart- cost \$13,000 to allow for one lab on each floor for sign out use by classroom teachers.

Improvement of Softball/Baseball Fields-\$10,000 to bring in fill, provides large equipment work on baseball field, purchase more bleachers, etc.

Dr. Petzy spoke on the use of funds to fix the ball field it comes up any year. Mr. Stover said that since a plan has not come forward from the Recreation committee/department and since the funds are there repairs to fields owned by the school should be done. Request that Don come in at June meeting with a plan and Mr. Romick can also give his input.

Ms. Weider asked for clarification on which fields would be worked on since there are several – one at school, three across the parking lot. Val asked if there has been a conversation with the town. Dr. Petzy said that maybe with money coming first a plan can be worked out.

Total Cost \$78,525

The motion to “have the propane tank filled at Chester Academy with the use of current 2008-09 funds.” was made by Mr. Stover and seconded by Ms. Treanor.

There was no discussion.

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

SUPERINTENDENT

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

Administrative and Support Contracts: We'll be prepared to provide performance reviews and salary recommendations for all employees on administrative contracts. In addition we'll review plans to hire paraprofessionals, secretaries, custodians

OLD BUSINESS

Goals for '09-'10: In June, the District will complete the review of this year's goals that was started in March and this is an opportunity to start thinking about next year's goals.

Federal Stimulus Funds: The state has provided a template for applying for IDEA funds and Ms. Ruiz has started to generate a list of possible projects

Kindergarten Site Plans for Planning Board: The district has engaged the services of Gregsak Engineering and Goudreau and Associates to develop these plans for presentation to the Planning Board by June 3. Dr. Petzy reported that the state has assured the district that the state will pay for this work. The plans will provide information and recommendations that will be useful when the district prepares for a building project in a couple of years.

Chairman Richardson will follow up with the Planning Board chairman and let him know that the school board will be meeting at the same time.

NEW BUSINESS

Food Service Management Alternatives:

Ms. Schribner said that food purchases are down but use of lunch is down as well \$30,000 under projected from the budget but expenses are down as well.

Ms. Schribner explained to the board that there are two models Chester Academy could follow: hiring a manager that would be supervised directly (the current model) or contracting with a company which would provide management services.

On behalf of the SAU requests have been sent out to four companies and have heard from two. The State must approve the RFP and bids for going out to a management company.

Ms. Mussier spoke on behalf of the food service staff and feels a decision should be made sooner than later.

Chairman Richardson said that he would like the board to make a decision on which way to go at the June 3rd meeting.

Mr. Stover said the board is not driving this and will look at all the options. There are pluses and minuses but must keep in mind that contractors are in business to make a profit and will do it anyway be reducing services or raising prices if necessary.

Ms. Schribner will send out the RFP to the board for feedback.

CORRESPONDENCE - none

POLICIES

Voluntary/Involuntary Exit Procedures: Second Reading
Ms. Treanor requested an extension until next meeting since her computer had crashed – “blue screen of death”

PERSONNEL

1. Administrator and Support Staff Contracts: Closed Session

OTHER –

Ms. Treanor would like to thank everyone involved in the 6th grade Science camp. Many students were excited and are energized to learn more.

Ms. Weider expressed thanks to the Chester Academy staff for giving the effort to remind the students to wash their hands during the week.

ANTICIPATED DATE OF NEXT REGULAR MEETING: Wednesday, June 3, 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” Ms. Weider seconded the motion.

Chairman Richardson called for a roll call vote on the above motion made by Mr. Stover 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.

The Board adjourned to a Non-Public session at 9:38 p.m. on May 6, 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

The meeting returned to Public Session at **11:10 PM on 5/6/09**

PUBLIC DISCUSSION

There was one item to vote upon.

Mr. Stover made a motion to authorize Dr. Petzy to fund a Recognition Bonus payment for Exceptional Performance. This would be in the amount of:

- 1. One Thousand dollars (\$1,000.00) for Christine Cue and Jason Pelletier**
- 2. Two thousand dollars (\$2,000.00) for Jana Ruiz**
- 3. Two thousand, five hundred dollars (\$2,500.00) for Leslie Leahy**

Ms. Treanor seconded the motion.

There was no discussion.

Chairman Richardson called for a roll call vote on the motion made by Mr. Stover and seconded by Ms, Treanor. Members Richardson, Stover, Treanor & Weider all voted in the affirmative. Motion carried 4-0.

ADJOURNMENT

There being no further discussion,

Mr. Stover made a motion to adjourn the meeting. Ms. Weider seconded the motion.

There was no discussion.

Chairman Richardson called for a vote on the motion by Mr., Stover and seconded by Ms. Weider. Board Members Richardson, Stover, Treanor and Weider all voted in the affirmative, motion passed 4-0.

The Meeting adjourned at 11:15 PM on May 6, 2009.

Draft minutes respectfully submitted May 13, 2009.
Minutes Approved July 8, 2009 by Chester School Board 4-0.

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

Approved