

Minutes of the Chester School Board Meeting
October 7, 2009

The October 7, 2009 meeting of the Chester School Board was called to order by Chairman Royal Richardson at 7:07 p.m. The meeting was broadcast live on CETV-22 and CETV-100.3 (HD).

Present:

- Chester school board members Chairman Royal Richardson, Mat Stover, Valerie Weider, Michael Romick, and Catherine Treanor – who arrived at 7:22 p.m..
- Superintendent Victor Petzy, Principal Leslie Leahy, and Ruiz, Special Services Coordinator.
- Guests Kelly Glynn, Kelsey Slade; Steve Tunberg, Chester Emergency Management Director , Jodie Antoine; Rhonda Lamphere; Kim DeSchuitenen; Lorna Hazelton; and Matt Rittenhouse reporter from the *Tri-Town Times*.

Absent:

- Financial Manager Annmarie Scribner

The Pledge of Allegiance was recited.

MANIFEST

Chairman Richardson presented the following manifests for approval:
Payroll manifest #6 payable on 9/11/09 is \$218,071.82 gross pay
Payroll Manifest #7 payable on 9/25/09 is \$246,854.13 gross pay
Payroll Manifest #8 payable on 10/9/09 is \$222,298.42 gross pay.
Accounts Payable Manifest AP6 for the amount of \$1,996,971.52

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 4-0.

MINUTES

September 2, 2009

Minutes submitted to board from the September meeting.

The motion to “accept the September 2, 2009 minutes with corrections made for typos presented by Mr. Stover” was made by Ms. Weider and seconded by Mr. Romick.

There was no discussion.

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

SCHEDULED GUESTS -

1. Pinkerton Students: Kelly Glynn and Kelsey Slade gave an update on happenings at Pinkerton Academy and an update on future events.
2. Steve Tunberg: Chester Emergency Management Director updated the board on the cost of adding additional services to the generator with an estimated cost of \$6,000.00. FEMA has

paid the town from the 2008 ice storm and Mr. Tunberg will request the Chester Board of Selectmen to use the money for the upgrade to the generator at Chester Academy. Mr. Tunberg will email copies of the policy governing the shelter to the board members for their review.

3. Karl Lennon: Gym Time for Basketball Mr. Lennon came before the board asking for permission to use the school's gymnasium for recreation basketball this season. The gym would be used weeknights and Saturdays. This is the same request that has been made over the past several years. Ms. Leahy said that Mr. Lennon would need to fill out an application for use of facilities with the main office. Ms. Leahy added that Mr. Lennon and the maintenance staff would need to work together this year regarding the use of the portable chairs needed since they can not be stored in the back hallway as they were in the past due to the hallway being an emergency exit that needs to be clear.

PUBLIC INPUT – None.

BUDGET COMMITTEE INPUT – Ms. Lamphere, chairperson of the Chester Budget committee attended the meeting. Mr. Romick asked if some agenda items could be addressed since they pertained to the budget committee. Chairman Richardson moved up several items.

Revised End of Year Report and Estimated Tax Impact – Dr. Petzy explained that Ms. Scribner was unable to attend the meeting due to illness. Dr. Petzy said that there were some corrections to the end of year report that was presented at the last school board meeting. Dr. Petzy said that there were three issues that needed to be addressed.

1. The tax rate for the school portion will be \$0.23; but is subject to review by the District Auditors and NH Department of Revenue.
2. Overpayment made by the town of Chester to the school district in the amount of \$50,000. Dr. Petzy said that the district did not adjust its payment schedule last year due to the transition and change of Financial Managers. Ms. Scribner had sent the town a check to reimburse the amount. An issue the town must face is how to handle the money since it has been returned in fiscal year 2009-10 and occurred in fiscal year 2008-09.

Discussion followed regarding how to have a better working relationship between the town and school district so this issue does not happen again. Mr. Romick suggested that a letter be sent to the Chairman of the Chester Board of Selectmen that a meeting should take place between the town and school district financial personnel so this and other issues do not happen again. Mr. Stover added that it should also be mentioned why the extra money was returned.

3. Trust funds for SPED and Building/Maintenance Repair were handled. The monies were moved prior to the end of the fiscal year but the warrant passed said that surplus monies were to be used at the close of the fiscal year and use a special encumbrance line. Dr. Petzy said that it was a reporting issue and there was no harm.

'09-'10 Time Lines for '10-'11 Budget Development – The draft timelines were presented to the board for review and Ms. Lamphere said that she had not had a meeting with the Budget Committee yet, one is scheduled for Monday, October 19th.

The school board tweaked the dates and decided to change board meeting dates in December, January and February; when to meet to review the administration's budget proposal and prepare a proposal for the budget committee; when to meet with the budget committee; when to hold the deliberative session; and recommended to the budget committee certain dates for the budget hearing.

- Budget workshops are scheduled for December 1st and December 3rd
- The budget books will be prepared for distribution to the budget committee on December 11th
- Workshop with Budget committee December 17th and December 30th

- School Board meeting for December moved to the 9th

Motion made by Mr. Romick to move the December school board meeting to December 9th” motion seconded by Ms Treanor.

There was no discussion.

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

- School Board meeting for January moved to the 13th

Motion made by Mr. Romick to move the January school board meeting to January 13, 2010” motion seconded by Ms Treanor.

There was no discussion.

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

- School Board meeting for February to the 10th

Motion made by Mr. Romick to move the February school board meeting to February 10, 2010. Motion seconded by Ms Treanor.

There was no discussion.

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

- Deliberative session February 3, 2010.

Motion made by Mr. Romick to “set the Deliberative Session for February 3, 2010 at the Multi Purpose Room’ Motion seconded by Ms Treanor.

There was no discussion.

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

REPORTS – Written reports were provided to board members.

PRINCIPAL – report submitted and delivered by Ms. Leslie Leahy.

Summary of topics:

Academic

NECAPS-Are currently under way for grades 3-8. The school is still looking for donations of snacks for rewards. All donations may be made to the front office. The school has implemented a reward system for grades 3-8 based on students using good testing strategies.

Science NECAPS Review - Will share the results in conjunction with Dr. Petzy.

Technology Grant Award - Technology applied for and received a \$13,500 technology grant for on-line professional development courses for teachers. This grant was done in partnership with Fremont in order to be eligible for the grant.

Personnel

Staff-Three staff members have had surgery this month and all are doing well. Mr. Ennis has just returned from his surgery this past Monday.

Student Management

Enrollment Report- The school total is currently 638. However, there are three confirmed enrollments since this report which will raise that number to 641. Kindergarten enrollments remain at 35 students.

August Unofficial**	Sept	Oct	Nov	Dec	January 2009	February 2009	March 2009	April 2009	May 2009	June 2009	July 2009	August 2009	Sept 2009	October 2009
											37	37	35	35
65	64	64	65	64	64	64	63	63	63	63	69	71	68	68
64	65	67	67	67	67	66	66	66	66	66	64	63	63	63
69	68	68	67	67	67	67	67	67	67	67	65	67	65	65
82	82	82	84	84	84	82	82	82	82	83	68	67	67	67
73	75	76	77	77	77	78	78	78	78	78	83	84	83	84
84	84	84	84	84	84	82	82	81	81	82	79	80	75	75
80	83	81	82	82	82	82	81	80	80	80	83	88	84	84
83	83	82	83	85	85	85	85	85	85	84	80	84	83	84
600	604	604	609	610	610	606	604	602	602	603	628	641	623	625
6	6	6	7	7	7	8	8	8	8	9	5	5	7	7
8	9	8	8	8	8	8	8	8	8	8	8	8	6	6
12	11	11	11	11	11	11	11	11	11	11				
26	26	25	26	26	26	27	27	27	27	28	13	13		
626	630	629	635	636	636	633	631	629	629	631	641	654	636	638

Building and Grounds

Kindergarten-Opening was a success. Classroom supplies and materials arrived in time. Received positive feedback from parents. Working on heating installation which should be complete soon and numbered key pad for entry. Mr. Ennis is working in conjunction with the fire chief and ANCO Plumbing and Heating to be sure the heat meets required codes. In the interim, portable heaters approved by the fire chief have been set up for students.

Administration

Budget Process-is underway for next year's Budget.

Community Relations

PTA- Has again won the Blue Ribbon Award in the state of New Hampshire for the out standing working volunteers do on behalf of the students at Chester Academy.

Career Awareness and CTE Fair Oct. 20th 2009-Open to 8th grade students and parents at Stockbridge Theatre and Senior Café-Will be giving career information and information on a variety of elective programs at Pinkerton. Please contact the Pinkerton Website for more information.

Make A Wish Foundation-Chester Academy recently made more than a \$700 dollar donation to Make A Wish Foundation for money collected at multiple Hat Days last year.

Tree Pruning- We are looking a volunteer with the appropriate equipment to prune the trees in the water garden out front. Please contact the front office if you are interested.

SPECIAL EDUCATION ADMINISTRATOR – Report submitted and delivered by Ms. Jana Ruiz

NECAP: Small groups have been established to accommodate students who need this testing accommodation. Trained personnel have been assigned to these small groups to assist with the testing process.

Forecast: The special education forecast for this month has been completed which Ms. Scribner will be reviewing in more detail. As it has been noted in the past the district has two out of district placements which were unanticipated at the time of budgeting, 54 resource students (increase of 2 students), and had one PASSES student move. The additional costs will be seen in the out of district line and the transportation line.

Child Find: Child Find has been scheduled for Nov 17, March 5 and May 14. These will be held from 1-3 pm and will require that the district cancel the afternoon kindergarten class in March only. The other two dates have been scheduled on an early release day.

FINANCIAL MANAGER – Verbal report given by Dr. Petzy.

SUPERINTENDENT

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

OLD BUSINESS

1. **Use of Chester Academy as an Emergency Shelter: Follow Up** – discussed earlier.
2. **'09-'10 Time Lines for '10-'11 Budget Development** – discussed earlier.
3. **Revised End of Year Report and Estimated Tax Impact** - – discussed earlier.

NEW BUSINESS

1. **NECAP Science Test Results** – Dr. Petzy provided a brief summary of Chester Academy and Pinkerton Academy results on this test which students took last spring.
2. **09-10 Budget Forecast** – Dr. Petzy gave a brief update regarding the forecast. The district is in the black at the present time but he pointed out several unexpected costs and savings. There looks to be an overage in the Kindergarten setup costs of \$40,000; SPED is looking at a deficit of \$107,000 of unanticipated costs related to new students and services that need to be provided. The deficit looks to be \$150,000. Looking to use the IDEA money the State of NH agreed to reimburse the district; a savings in salaries and benefits of \$20,000; propane gas savings of \$30,000; 14 less students at Pinkerton Academy than was anticipated. The district projected a population of 363 with 4 as build ins, the current number of students is 353 and that translates into a savings of \$120,000. Dr. Petzy stressed that these numbers are preliminary and once Ms. Scribner returns a better picture will be presented to the board.
3. **Open New Hampshire Partnership Award Notification** – – discussed earlier.

CORRESPONDENCE – Chairman Richardson received the following correspondence on behalf of the school board – A thank you letter from the Make A Wish foundation for the school's donation; a letter from Chester Fire Chief Rich Antoine to Don Ennis regarding the heating units for the portable classroom; a letter from the NH School Principal Association looking for nominations for Principal of the Year; Security Management magazines; a letter from the NH School Board Association with the Resolutions for the 2009 Annual meeting; and a letter from the NHSBA stating that as of the Fall they will be going green and emailing correspondence to the school board members.

POLICIES – None.

PERSONNEL – None.

OTHER – None.

ANTICIPATED DATE OF NEXT REGULAR MEETING: Wednesday, November 4, 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. Wedier 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, Weider, and Romick all voted in the affirmative, 5-0.

Meeting went into Non-Public session at 9:40 p.m. on October 7, 2009.

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

CLOSURE OF NON-PUBLIC SESSION

Mr. Romick made a motion “to conclude the Non-Public Session.” Ms. Treanor seconded the motion.

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

The meeting returned to Public Session at 11:25 p.m. on October 7, 2009.

PUBLIC DISCUSSION – there was none.

ADJOURNMENT

There being no further discussion, Mr. Stover made a motion to adjourn the meeting. Motion was seconded by Ms. Weider.

There was no discussion.

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

The Meeting adjourned at 11:30 p.m. on October 7, 2009.

Draft minutes respectfully submitted October 8, 2009.

Minutes Approved on November 4, 2009 by a motion by Ms. Weider and seconded by Ms. Treanor. Motion passed 4-0 with Mr. Stover not in attendance.

A true Attest.

Robert S. Grimm, School District Clerk