

## MINUTES OF MEETING

### JACKSON SCHOOL BOARD Jackson Grammar School

August 24, 2015

1. **Call to Order:** The Aug. 24<sup>th</sup> meeting of the Jackson School Board was called to order at 10:00 a.m. Present were Jerry Dougherty, Daniel Mahood, Jessica DellaValla, Genn Anzaldi, Keith Bradley, Supt. Kevin Richard, Finance Director, Becky Jefferson, and Principal, Gayle Dembowski. There were three members of the public/staff present.
2. **Approve Minutes (6-15-15) – Motion by Mr. Bradley, second by Ms. Anzaldi, that the Minutes of the June 15<sup>th</sup> meeting be approved as circulated. Motion carried by unanimous vote.**
3. **Citizen Comments:** None.
4. **Presentation of School Programs/FYI Items:** Mr. Richard announced there will be an SAU #9 Board meeting on Sept. 17<sup>th</sup> at 6:00 p.m. at the Conway Professional Development Center.

Mr. Richard invited all Board members to attend a workshop being held on Sept. 15<sup>th</sup> at 5:00 p.m. at the Professional Development Center dealing with orientation and such things as how to run efficient Board meetings. He noted this is the same training session that is being offered in Concord, but will eliminate the need to travel to Concord and pay the \$45 fee.

5. **Old Business:**
  - A. **Whitney Center – Review Use of Facilities Policy** – It was noted that there is presently no Board representative to the Whitney Center Committee. Mr. Bradley said he would like to see someone new on that Committee. Mr. Dougherty said it's important to review the use of building policy which reflects how we are using the Center. It was Mr. Bradley's opinion that if we are going to be donating larger amounts of money each year, we have to collect some income, that when people are in there charging money for their programs, they should pay the full fee. Mr. Dougherty pointed out that is not money we are donating, it is from the NHCF. He said he would like to do it as to whatever works for Ms. Dembowski.

Ms. Dembowski stated there is a difference between what the school use policy says and what the Whitney Center Policy says on the website. She would like to get something in the policy manual that is consistent. Ms. Anzaldi suggested a subcommittee meeting of the Policy Committee be scheduled. Mr. Dougherty

- agreed to continue to serve on the Committee along with Mr. Mahood. Mr. Bradley questioned whether we really need two policies, and Mr. Dougherty stated we have to have at least one. It was suggested they may be able to utilize one policy but with two sections for Priorities in Use of Buildings since both the School and the Center would be covered. It was agreed Messrs. Dougherty and Mahood will meet with Ms. Dembowski on Sept. 8th.
- B. Fall Listening Post** – It was agreed this would be held on Sept. 21<sup>st</sup> prior to the regular Board meeting.
- C. Skis on School Bus** – Mr. Bradley said all of our buses have accommodations for them now. Ms. Dembowski said the big thing was who will take them off the bus when they get to Bartlett. Mr. Bradley offered to discuss this with Mr. Voci.
- D. Committee Assignments** – It was agreed this will be finalized after all members have had a chance to review the Committee listing and would be on the Agenda for the next regular meeting.
- 6. Instructional Issues:** Mr. Richard noted a lot of curriculum work has been done. School will begin on Sept. 3<sup>rd</sup>.
- 7. Consider Personnel Actions:**
- A. Election of Victoria Hill as Part-time Guidance Counselor – Motion by Ms. Anzaldi, second by Mr. Mahood, that Victoria Hill be elected part-time Guidance Counselor effective August 31, 2015.** Upon question of impact on the budget, it was noted that it would be about \$5,000 less than the cost of the previous Counselor who had been in that position for many years. It was noted also that Ms. Hill has resigned her position in Bartlett and will be servicing only JGS. **Motion carried by unanimous vote.**
- B. Approval of Agreement with the Bartlett School District for School Nurse Services – Motion by Mr. Bradley, second by Ms. Anzaldi, to approve the Agreement with Bartlett for School Nurse Services for the 2015-16 school year.**
- Ms. Dembowski explained they went through a long period of advertising, narrowed the applications down to three, chose one and that person declined the position. She said Helen Crowell (School Nurse for Bartlett) has already done some work at JGS and the kids are familiar with her. It is a flexible position – the previous nurse worked 2 to 3 hours a week plus doing screenings and providing first aid training, and is responsible for interfacing with parents. She noted the agreement says 4 to 6 hours on an as-needed basis. It was noted JGS has never had a full time nurse and since they do not have a regular nurse, school staff has been administering bandaids and ice packs, etc. and has been trained in CPR and first aid.

Ms. DellaValla questioned whether they have students who may be more prone to needing nursing care. Ms. Dembowski stated we do, and she is available in the building for that need. Ms. DellaValla questioned whether all staff is trained in the event of hypoglycemia. Ms. Dembowski stated there are four in the building who are trained in diabetic needs much the same as a child's family is trained. They also plan for such coverage when taking field trips. She said everybody on staff is trained in basic first aid. She explained they haven't designated specific hours yet until the nurse sees what is needed at Bartlett; generally there is Ms. Bennett or Ms. Ross-Parent, plus Ms. Dembowski, in the office. Ms. Ross-Parent noted also the office does request parents to make them aware of any medical issues when filling out permission slips for participation in activities.

Bea Davis questioned the cost for the nurse position and was told the rate is \$53.73 per hour and includes benefits. Ms. Jefferson pointed out it increases the nursing line, but they saved money on replacement of the Guidance Counselor. The nurse will be logging her time here and, after approval by Ms. Dembowski, a check will go to Bartlett. **Motion carried by unanimous vote.**

**8. Business Affairs:**

**A. FYI – 2015-16 Budget Status Report** – There were no questions or comments.

**B. FYI – 2014-15 School Lunch Program Deficit** – Mr. Bradley questioned the amount of the deficit last year. Ms. Jefferson said it was \$9,100, this year it is \$9,200, with an average of 20 students per day taking lunch. She said they are recommending a price increase across the board to everybody, noting this still has to be approved by Bartlett. She explained further that when Jackson put the addition on the school, we were required to serve lunch; prior to that there was a waiver for having to serve lunch. Ms. DellaValla questioned what it will look like this year. Ms. Jefferson said they do not really know until they get into October. Mr. Bradley suggested adding another \$.10 which would cut our deficit in half, but was advised it is already \$.10 more.

**C. FYI – 2014-15 Summary of Expenses and Receipts** – Ms. Jefferson explained that basically the fund balance to offset taxes for the year is \$247,000; however, the District is allowed to retain some of that fund balance. She stated last Nov. \$110,000 was budgeted so you have an excess. She said basically the savings is from Middle School tuition and reorganization of custodial services. Making reference to the earlier discussion re: the Whitney Center, she noted last year they took in \$1,160, budgeted \$1,000.

**D. Consider Retaining Fund Balance from 6/30/15** – It was Mr. Bradley's opinion they should not retain any of the fund balance. Mr. Dougherty said the Motion should be to retain X amount of dollars. Mr. Mahood questioned whether

it is strictly for emergencies. Ms. Jefferson stated yes, the Board had previously authorized retaining an amount; it is capped every year at a dollar amount unless they had spent it. She explained it can be used for emergencies such as replacing a boiler, they can also use it to reduce the subsequent year's tax rate. Mr. Dougherty noted we gave it all back last year so we have no fund balance now. He said he has always been opposed to the school retaining funds, explaining we have a capital reserve account, for instance to replace a boiler; also it is pretty restricted for what we can use that money for. He said also he is opposed because in figuring out the tax issue it is a difficult formula. He stated if we have surplus at the end of the year, he wants to see it all go back to reduce taxes – for transparency we should not retain any. Mr. Bradley said also the town voted down, for instance, our Special Ed funding last year. Mr. Richard said health insurance for staff this year came in way lower than planned; this year it looks like it may be a little bit higher - this year you have to come up with \$40,000 for health insurance. Mr. Dougherty said the only way we could do that this year is because of retaining money last year. He said he is not afraid of a deficit item being on the warrant – he does not like the RSA.

Ms. Anzaldi stated we have really taken into consideration all our accounts in the budget, we have had the boiler fail and have had the funds to take care of it. She felt as long as we are managing our money correctly she does not see the need to retain this. Ms. Jefferson said Jackson school has about \$60,000 in their Maintenance Trust Fund, and a Whitney Center Trust Fund as well. **It was determined that there would be no Motion necessary with regard to this item and the money automatically goes back.**

**E. Consider Donation to Friends of the Whitney Community Center – Motion made by Mr. Bradley, second by Mr. Mahood, that the Board approve donating \$5,592.36 to the Friends of the Whitney Center from June 30, 2015 funds. Motion carried by unanimous vote.**

**F. Consider Increase in Lunch Prices –** Ms. Jefferson noted that Jackson's charge for lunch is \$.25 more (Bartlett will go from \$2.90 per lunch to \$3.00) and Jackson will be adding another \$.10, for a total of \$3.35. Mr. Dougherty said we have to provide hot lunch by law; if we did it here we would be losing a lot more than that \$9,000 a year. He said we are either going to lose money or have to charge so much that no one would be using the program. Mr. Bradley suggested "subbing" out one day a week. He was advised an outside provider would have to meet certain codes. Ms. Jefferson noted Bartlett lost \$23,000 this year, Conway lost \$35,000. She said to participate there are new nutrition regulations today. Ms. Dembowski said the first year our children rejected the newer, healthier plan, but the "little guys" are coming up and they are now eating the new healthier meals provided.

**Motion was made by Mr. Bradley, seconded by Ms. Anzaldi, to increase the school lunch cost to \$3.35.** Ms. Jefferson said you get paid per student for free

and reduced lunch by the State; however, they pay less than what the school charges. **Motion carried by unanimous vote.**

Ms. McAllister questioned how much we get from the State to comply with the regulation and how many children are enrolled in the school. Ms. Jefferson said your school approval is based on your serving hot lunch; you took in \$3,500 last year for a net of \$14,000. There are 46 students enrolled in Jackson this year.

**G. Signing DOE-25/MS-25 Financial Reports** – All documents were duly signed.

**9. Administrator’s Reports:**

**A. Superintendent** – Mr. Richard invited all Board members to Kennett High School for opening day for staff at 8:30 a.m., August 31, 2015.

**B. Principal –**

**1. Summer Program Review** - Ms. Dembowski reported the summer program ran very smoothly, kids had a nice time, they did several field trips. She said the staff was disappointed in the number of parents who actually returned the survey. The activities were well thought out and well planned. The staff was excellent, kids all got along; we still had that influx of grandchildren and cousins that came from other communities.

**2. Marketing Plan** – Ms. Dembowski said she had consulted with Paula Jones who does marketing; she did a newsprint ad that could go in the Conway Daily Sun marketing Jackson. Some of her ideas will cost some money to implement and others would be through a website. Ms. Dembowski noted Ann Bennett has had some concerns about a facebook page because it has to be monitored constantly - there would be no cost, but it would mean personnel time. She noted Conway Daily Sun charges \$150 each time an ad runs, and putting one ad in does not do that much good. Ms. Jones’ hourly rate is \$25.00 to come and do things for us. She said the Buyers’ Guide is \$750 per season - if the Board wants to entertain that she would need approval.

Mr. Bradley said he agrees it is a good idea to do some advertising. Ms. Dembowski attended a meeting to emphasize what a great community we are as a whole, not just a retirement community. Ms. Anzaldi questioned whether she has talked with anybody in the MWV Chamber of Commerce, suggesting joining that to spread the word via that medium, stating they have a lot to offer. She said she agrees the Conway Daily Sun is not the best option, but we might want to consider their on-line advertising. She said she would approve spending some money if we need to make that decision now, but sees the need to discuss it further. She noted all seem to be in agreement to spending some money on marketing. Bea Davis said she is opposed to spending money for marketing. Ms.

DellaValla said she moved here because of the school. She suggested flushing out a little more and see what we can find. Mr. Dougherty stated we are talking low dollars, if it makes sense.

Ms. McAllister questioned what happens if the number goes down by ten. She said her issue is that this is a State-wide problem, she does not like to see money dumped into something that is not a Jackson problem. Mr. Bradley suggested getting someone from the Conway Daily Sun to come and do an article on how great the Jackson school system is. Ms. Dembowski said we seem to find that when talking to them to send a photographer for an event at our school they usually go to another school. Ms. DellaValla stated you could do the work for them, send them the photos. She suggested also possibly having an essay contest on “What Makes Jackson Great.”

Mr. Dougherty said he would not want to put a significant amount of money into marketing; the issue is getting a positive message out about the Jackson community, promoting a positive image about Jackson. Mr. Bradley pointed out we are trying to sell the town, not just the school. Mr. Dougherty said you cannot live anywhere else in the world and get the services you get here for the amount that you do in Jackson.

**3. SAU Goals** – Ms. Dembowski said the Principals met in a Professional Learning Community program all summer long and developed some goals for the SAU including implementing standards based for K-6 and will be doing professional development with staff SAU-wide. She noted the report card is different because of Common Core and there will be a learning curve for staff and parents as we switch from letter grades to standards-based grading. The Administrative team will continue to administer walk-throughs in all of the schools.

Ms. Dembowski said regarding Smarter Balanced testing, this will be the first time we get results from those and staff will be working on that.

Ms. Dembowski read aloud a report from Vickie Garland highlighting the year’s accomplishments achieved by Jackson students at Kennett High School (see report attached).

## **10. Citizen Comments:**

Ms. McAllister expressed the need for the public to attend School Board Meetings, noting all things can be fixed with communication. She said she is hoping this fall meeting will give an opportunity to discuss things. She stated it does not sound like there is an emergency situation with 46 kids here. Ms. Anzaldi said we do try to communicate with the town – we publish Minutes in e-News and what is on the agenda, we send out as much as possible as to what event is taking place and where. Ms. McAllister said she hears complaints about

the school budget, but nobody comes to the meetings. Ms. Anzaldi agreed we need the community here to hear about what we do. Ms. McAllister suggested a press release like what Ms. Dembowski just read. [Report of student achievement – see above]. She said she does not necessarily feel marketing of our school is a good use of our money. Mr. Bradley stated it is marketing our town. Mr. Dougherty stated it is more PR - when looking at ways to promote the school we are looking at positive things to promote the school, not busting the budget. Mr. Bradley said he does not believe anyone on the Board has an opinion necessarily about the pre-school. We all still want to hear more about it and talk more.

- 11. Board Member Issues:** Ms. DellaValla made reference to a behavioral incident from last year and questioned why we are not being given reports of discipline matters as well as the “good” things that are reported - how do we balance that with the confidentiality? Mr. Bradley said we are not supposed to act on anything until the Superintendent comes to us.

Ms. DellaValla said if a parent approaches her and she does not know what is happening she is embarrassed. Mr. Bradley said it is a protocol thing. Ms. Anzaldi said the school is upholding the confidentiality that the community and school has set for them. She said those incidents that Ms. DellaValla is referring to are dealing with lateness or absenteeism. Mr. Bradley said we have Ms. Dembowski, she handles those things here. Mr. Richard told Ms. DellaValla that at some point she may have to hear the case in its entirety – if it goes to the Principal, it comes to him, and at that point she will want to be unbiased when it comes to her. He said if there is major police involvement of something more than just a friendly conversation with the parent and the child, you want to be sure not to get involved at that level.

Ms. DellaValla said it does not feel right to her that there are issues in the school that we are not made aware of. She was told the Board is not supposed to comment on them. As regards the Police Chief, Memorandum of Understanding, Ms. Dembowski stated she followed that Memorandum up because the Board accepted it. Mr. Dougherty said it was developed for particular situation. Ms. DellaValla said she respects the confidentiality and it is an extremely complicated issue, she appreciates the reports on the good stuff, but it [the incident reported by a parent] was a surprise to her; it is an issue to think about in terms of communication.

Ms. Dembowski said in this community there is a lot of talking about handling of issues, about staff members in our community. We cannot get into a lot of detail, but we have such a small community we should be taking care of our children. It is a huge concern to her that other people are talking about it. Ms. DellaValla said it is our role to listen. She was advised that if it does not go through the proper channels, it is not, and in such instances she should encourage those who approach her to contact the Superintendent. Mr. Richard said occasionally, if there is a question, we may send someone from the SAU to follow up

independently. Ms. DellaValla said she feels we are not being as forthcoming as we could be because we are scared. Mr. Dougherty said the public needs to go through the proper channels. Ms. Anzaldi said we have been through all the policies, we have been through the protocols, we need to work with the system. She said she trusts that Ms. Dembowski is making the best decisions; we have the best rules and guidelines in place and we have to follow them.

Mr. Mahood said in regard to getting the “good stuff,” we also need to hear about the “bad stuff,” we are a policy making Board; if we are rating the superintendent and the Principal we have to have good and bad – there has to be some balance. The Chair offered to meet with Mr. Mahood to discuss the Board’s role.

**A. Set Date for Next Meeting – Monday, September 21, 2015 at 6:00 p.m.**

- 12. Signing of Manifest:** Manifests were duly signed.
- 13. Nonpublic Session:** None.
- 14. Adjourn:** Motion made by Ms. Anzaldi, Mr. Bradley and carried by unanimous vote, that the meeting be adjourned at 11:45 a.m.

Respectfully submitted,

Gail T. Currier, Recording Secretary

Agenda for Sept.

Committee Assignments

Report to Jackson School Board  
August 17, 2015

Here are some of the end of the year accomplishments achieved by Jackson students at Kennett High School.

AUG 27 2015

4<sup>th</sup> Quarter Honor Roll

For SY 14/15, Jackson students made up about 3% of the total student population at KHS. As you can see from the following number, Jackson students are highly represented on the honor roll. 14 of the 26 students, or 53.8% of all Jackson students made the honor roll. Only the Junior class is underrepresented.

There were 4 graduating seniors. 3 of them made high honors. Those 3 students represent 31% of all KHS seniors achieving high honors for the 4<sup>th</sup> quarter.

There were 9 students in the junior class. One of them made the honor roll.

7 Jackson students were in the sophomore class. 6 out of 7 made the honor roll, which represents 85.7% of all Jackson sophomores. 5 of them earned high honors. 33.33% of all KHS sophomores earning high honors were Jackson students.

There were 6 Jackson students in the freshmen class. 4 of them were on the honor roll, representing 66.66% of all Jackson freshmen.

Awards

Jackson students were highly represented on the list of students earning awards at the end of the school year. A Jackson student was Salutatorian and a different Jackson student was awarded the Kennett Cup. The following is a list of academic awards earned by Jackson students: French II, French III, German I, Ancient World History, Modern World History, Outstanding Achievement in Technical Drawing, Team 3 Physical Science, AP English Literature, British Literature, Freshman Geometry, Geometry, Algebra II, advanced.

Scholarships

3 out of 4 graduating seniors were awarded scholarships. This is a list of scholarships awarded to Jackson students: Damon O'Neal Memorial Scholarship, Kiwanis Club's Sandy Smith Scholarship, Kiwanis Club's Charlie Mallar Scholarship, Northway Bank Scholarship, Jackson Community Association Scholarship, Olive Godfrey Scholarship, Alenia Mile Scholarship, and the Karl and Eugena Seienstucker Scholarship. Each of the 3 seniors received more than one scholarship.

Respectfully submitted,