

MINUTES
AMHERST SCHOOL BOARD
September 9, 2006
Amherst Middle School Music Room
6:00 p.m.

Page 1492

Chairman Dwight Brew called the meeting to order at 6:06 pm.

CALL TO ORDER

Board Members: Dwight Brew, Nancy Head, Jim O'Mara, Pam Dudoff, and Deborah Cort

ATTENDANCE

Administration: Dr. Mary Jennings, Betty Shankel, Porter Dodge, and Deborah Martel

Board Chair Dwight Brew announced the ASD Minutes Taker has recently resigned and thanked Terri Connolly for her service to the school district.

Dwight asked if there were any comments from the public and none were forthcoming.

PUBLIC TIME

Mary Jennings announced current happenings within the district and reported the schools have opened with a great start. Current enrollment for AMS is 834 students, Wilkins: 566, and Clark: 254. Mary also announced an in-service day was held recently with participants attending 4 sessions run by their peers.

ANNOUNCEMENTS
Opening of School

In the absence of District Moderator, Carol Holden, Jim Jacobs, Chairman of the 2006-2007 Ways and Means Committee, announced the 2006-2007 Ways and Means Committee Members. Committee members include Catherine Jo "CJ" Butler, John Steckel, Peg Bennett, Jason Hennessey, Dana Redmond, and Scott Derushia, and Jim Jacobs will serve as Chair. Lynn Doherty will serve as an alternate and David Citarelli and Bill Overholt will continue to serve as advisors.

PRESENTATION
Introduction to Ways & Means

Dwight welcomed and introduced the new SAU 39 Business Administrator, Betty Shankel.

Porter Dodge presented a summary of his Assistant Field Hockey Coach Proposal to the board. Porter proposed hiring an Assistant Field Hockey Coach, not to fund through fundraising but through budget in an amount of \$993.00; this amount is consistent with other

ACTION ITEM
Field Hockey Coach Proposal

assisting coaching positions.

Porter cited there are safety issues when there are 33 student participants in one sport with limited coaching staff. Jim O'Mara noted his support from the perspective of safety and sport growth and questioned if funding authorization should come from the FY'07 appropriation and not from revenue anticipation. Porter clarified the intent would be to fund this position from surplus of fund raising efforts.

Porter also noted a school employee, Karen Visinski, is already assisting Coach Amanda Rogers and if the board approves the position, Karen would continue in that position.

Pam Dudoff moved to create an Assistant Field Hockey Coaching position. Jim O'Mara seconded the motion. All board members voted in favor of the motion. The motion passed.

**PRESENTATION
Treasurer's Report**

Dwight Brew noted the board had just received the August Treasurer's Report, and questioned if the board members had had a chance to review the August report, to which board members reported they had not had an opportunity to review it. Dwight suggested the board focus on the June and July Treasurer Reports for this meeting.

Jim O'Mara questioned Jan Bunker if there was a year-end report for FY'06, to which Jan reported CJ Butler had compiled a year-end report and she would get the report to the board.

**ACTION ITEM
DOE End of Year
Report**

Betty Shankel presented a brief overview on the FY'06 End of Year report, and reported there is an unreserved fund balance of \$448,423 (not audited). Betty presented the following Deficit Summary Explanations (not audited):

<u>Function</u>	<u>Deficit</u>	<u>Explanation</u>
1100	\$32,098	New technology instructional equipment purchased in June including carts and mini towers (total P.O. \$67,183)
1210	\$26,478	Remaining deficit after transfer to IDEA grant for Sped Assistant salaries

<u>Function</u>	<u>Deficit</u>	<u>Explanation</u>
1220	\$1,653	\$12,000 Speech and OT services deficit due to unanticipated student need; offset by surplus at Clark
1230	\$26,631	Five students unanticipated OOD expense
2630	\$3,724	Miscellaneous landscaping materials; offset by savings in 2620 function (Building and Grounds)
4600	\$17,220	Budget did not include cost to make portables handicap accessible—ramp installed. \$5,500 various plumbing expenses including boiler repair installation of water coolers and new duct socks

Betty also presented the MS-25 and DOE-25 reports for board signature.

Dwight questioned if the surplus was a result of under expenditures and higher revenues, to which Betty agreed, based upon her assessment, the surplus was due to under expenditures and higher revenues. Betty also noted there was a transfer from the General Fund to Food Service, and added she believed Food Service is self-sustaining in this district. Pam Dudoff requested she check into the matter because the Food Service Director was quoted in the local paper stating otherwise. Betty questioned if the newspaper article was referring to a different district within SAU 39, since Food Service is not self-sustaining for the Souhegan Cooperative School District. Betty added she would check into the matter.

Jim O'Mara moved to accept both the DOE-25 and MS-25 reports, as presented by the Business Manager and Superintendent. Deborah Cort seconded the motion. All board members voted in favor of the motion. The motion passed.

Jim O'Mara questioned if there is an explanation as to the higher revenues and if it is a direct function of the Treasurer's efforts; if so, Jim stated he would publicly want to recognize the Treasurer for the diligent effort, to which CJ Butler reported, in the absence of District

Treasurer, Jan Bunker, that Clark Logan, who was previous District Treasurer, had approached the board about putting excess revenues into higher savings vehicles. As a result of Clark's efforts, Jan has managed accounts aggressively, leaving in lower amounts to cover the monthly expenses and the remaining funds in higher yielding accounts; this effort has resulted in interest of \$60,000 that was not expected.

**DISCUSSION ITEM
Master Plan Review**

Nancy Head presented a Master Plan Review. Nancy reported the architects have investigated all the district owned properties, including the Baboosic Lake Road property, and has completed the wetlands mitigation study. The last study to be done is the traffic study; three proposals have been received for the project. In addition there has also been a meeting with town officials and discussions regarding a single access road. The architectural firm will be making a presentation on September 26th to the board. Draft copies of the presentation will be made available prior this meeting. Nancy added comments and concerns can be emailed prior to presentation so all concerns will be addressed during the September 26th meeting.

When the Master Plan (MP) Committee met with town officials, there was a recommendation a conceptual plan be given to the planning board for input; as a result of that suggestion, necessary applications have been complete and letters have been sent to abutters and neighbors. The planning board meeting is scheduled for October 18th.

Nancy also reported Master Plan Goals have been compiled, with board input, and need to be formally accepted or rejected. Nancy also noted the MP Committee had met with Ed Morrow, from State Building Aid; Mr. Morrow suggested the district assess its current debt schedule, educational space needs, and enrollments. Mr. Morrow also projected price increases will be in the 10-15% range.

Pam Dudoff publicly acknowledged Nancy Head, Jim Miner and the MP Committee Members for all their hard work and efforts regarding the Master Plan.

Jim O'Mara moved to adopt the Master Plan Goals, as presented by Nancy Head to the ASD Board. Deborah Cort seconded the motion. All board members voted unanimously in favor to the motion. The motion passed.

Nancy Head referred the board to the traffic study proposals and recommended Stephen G. Pernaw & Company, as the lowest,

qualified bidder, be awarded the traffic study project in the amount of \$5,200.00. Nancy recommended not paying for a final report and added the study would include traffic and turning patterns in both directions. A final report is not necessary as verbal report will be presented to Meridian Land Services, and be included in the Meridian report; it is not unusual to not get a written report. The final report will also include traffic data collected two years ago.

Deborah Cort moved to approve Stephen G. Pernaw & Co., as the lowest qualified bidder for the traffic study project, in an amount of \$5,200.00. Pam Dudoff seconded the motion. All board members voted in favor of the motion. The motion passed.

Deborah Cort moved, seconded by Pam Dudoff, to go into non-public session under RSA 91-A:3 II(b), personnel. By a roll vote, Brew – yes; Dudoff – yes; Head – yes; Cort – yes; O’Mara – yes, all members voted to go into non-public session. The board went into non-public session at 6:45 p.m.

NON-PUBLIC SESSION

Personnel nominations were discussed.

Nancy Head moved, seconded by Deborah Cort, to come out of non-public session at 6:57 p.m. By a roll call vote, Brew – yes; Dudoff – yes; Head – yes; Cort – yes; O’Mara – yes, all board members voted to come out of non-public session. The board came out of non-public session.

Dwight Brew introduced the concept of working from a consent agenda and noted the consent agenda will be the official record of personnel nominations and hirings, approved manifests, etc. The process to move a consent agenda is in a motion with board members noting they would like to pull items, if modifications need to be discussed. The agenda packet is given to the minute taker to transcribe the meeting minutes in the regular meeting format.

CONSENT AGENDA

There was additional discussion regarding the content format and details needed for the board to move a consent agenda. It was noted summaries would be available providing more details of dollar amounts, teacher nominations, etc. and the minute taker transcribes the minutes based upon the summaries.

Pam Dudoff moved the board move consent agendas. Nancy Head seconded the motion. All board members voted in favor of the motion. The motion passed.

It was also agreed previous meeting minutes would be part of the consent agenda, which will be included in the board packets; if modifications are necessary, a board member will ask to pull the minutes from the consent agenda.

**CONSENT AGENDA
ITEMS**

The board approved Ghislaine “Kelly” Kalenik for the position of Grade 7 Science teacher, as presented in the consent agenda.

**Appointment of
Professional
Employees**

The board approved the ASD Manifest, as presented in the consent agenda.

Manifest

The board approved the June 2006 Treasurer’s Report, as presented in the consent agenda.

**Treasurer’s Report
June 2006**

The board approved the July 2006 Treasurer’s Report, as presented in the consent agenda.

July 2006

Jim O’Mara moved to approve the July 17, 2006 board meeting minutes. Pam Dudoff seconded the motion. The minutes were approved with the following amendments:
Page 1482, under Attendance, change to read: “at 7:15 p.m. and returned at 7:18 p.m.)
The motion passed.

**Approval of Minutes
July 17, 2006**

Pam Dudoff moved to approve the July 28, 2006 board meeting minutes. Nancy Head seconded the motion. The minutes were approved without amendments. The motion passed.

July 28, 2006

Mary Jennings reported Dr. Mark Joyce had suggested the board and administration conduct a review of the meeting in terms of assessing flow, improvements, etc. Mary noted an improvement for the next meeting would be to add Roman numbers to the documentation materials. It was noted the meeting flowed nicely and was efficient. Pam Dudoff questioned whether Future Agenda Items will be on future agendas, and if not, what is the process of adding items to the agenda, to which Mary Jennings noted part of the upcoming goal-setting meeting will be to focus on agenda items with the intent to craft agendas for the upcoming year. It was agreed that items could be emailed to Dwight Brew in the interim.

**REVIEW OF
MEETING**

Pam Dudoff moved to adjourn. Nancy Head seconded the motion. All board members voted in favor of the motion. The motion passed. The meeting adjourned at 7:15 p.m.

ADJOURNMENT