

**Merrimack School Board Meeting
November 1, 2010
Merrimack High School – Cafeteria**

PUBLIC SESSION MINUTES

PRESENT: Chairman Vaillancourt, Vice Chairman Thornton, Board Members Barnes, Ortega, and Swonger. Also present were Superintendent Chiafery, Assistant Superintendent McLaughlin, Business Administrator Shevenell, and Student Representative Jacqueline McLavey

1. Pledge of Allegiance

Chairman Vaillancourt led the pledge of allegiance.

Chairman Vaillancourt called the meeting to order at 7:30 p.m.

2. Approval of October 18, 2010 Minutes

Board Member Barnes moved (seconded by Board Member Ortega) to approve the October 18, 2010 minutes.

Board Member Ortega requested the following corrections.

- Page 2 of 13, second paragraph, first sentence, change the word “Nado” to “Nadeau”
- Page 2 of 13, second paragraph, first sentence, change the word “Clara” to “Klara”
- Page 2 of 13, seventh paragraph, fourth sentence, change the word “Fund” to “Funds”
- Page 2 of 13, seventh paragraph, fifth sentence, change the word “Fund” to “Funds”
- Page 9 of 13, eighth paragraph, second sentence, change the words “School District” to “Planning and Building Committee”
- Page 11 of 13, first paragraph, second sentence, insert “and 2011-2012 is 6.7%” after 19.8%

Vice Chairman Thornton requested the following corrections.

- Page 11 of 13, first paragraph, second sentence, change the word “2012-2013” to “2010-2011”

Chairman Vaillancourt requested the following corrections.

- Page 6 of 13, fifth paragraph, third sentence, change the word “that survey” to “that the survey”
- Page 7 of 13, eleventh paragraph, third sentence, change the words “loses the” to “loses some of the”
- Page 8 of 13, second paragraph, second sentence, change the word “tare” to “tear”
- Page 10 of 13, twelfth paragraph, second sentence, change the words “Administration to provide her with a list of all the questions that were asked.” to “Board Members to let her know if they had any questions of Administrators so she could streamline the process.”

The motion passed as amended 4-0-1 with Board Member Swonger abstaining.

3. Public Participation

Barbara Publicover, 75 Amherst Road, spoke as the Facilitator of the Merrimack Special Education Parent Support Group. She informed the public that an event entitled “An Overview of Special Education in Merrimack” will take place on Wednesday, November 17, 2010 from 7:00 p.m. to 9:00 p.m. at the Merrimack Middle School Library. She stated that the event is a panel discussion of various special education administrators and staff from within the School District followed by a question and answer session.

4. Request to Consider Merrimack High School as the Polling Site for 2011-2012

Chairman Vaillancourt introduced the School District Moderator, Lynn Christensen.

Lynn Christensen indicated that she has been doing the School, Town, and State elections for more than 20 years. She noted that she constantly looks at making voting easier and more convenient for voters to come out and vote.

Lynn Christensen stated that years ago there used to be one polling place in town at the former James Masticola Middle School. She mentioned that that one location became cumbersome with the number of voters in the District, accommodations for the number of people in the voting area, as well as parking and traffic flow. She indicated that as the number of voters in town grew the former James Masticola Middle School could not accommodate all of the people conveniently as there were lines outside the door and people had to wait to vote. She indicated that Merrimack has over 19,000 people that are registered to vote. She stated that the Town of Merrimack is the single largest voting district in the State of New Hampshire. She noted that the Cities in New Hampshire have larger number of voters, but they are broken out into wards. She noted that a second location was opened at St. John Newman Church in the South of Merrimack and a third location was opened at St. James Church in the North of Merrimack to alleviate some of the voter traffic. She stated that the voting room at St. James Church is small and out of compliance with the amount of space needed for voting booths. She indicated that traffic has become untenable and is a major concern on Daniel Webster Highway when people are trying to get into and out of St. James Church parking lot.

Lynn Christensen talked with Superintendent Chiafery about using Reeds Ferry Elementary School as a new polling site location. She indicated that many towns in the State of New Hampshire use schools as polling locations. She noted that she met with the Town Clerk, Police Chief, Superintendent, Business Administrator and the Director of Maintenance to see if the school could become a possible polling site. She stated that the consensus was that the school can only be used as a polling place if school was not in session. She noted that it is hard to cancel school at one location and not the entire District. She spoke with other voting districts that are similar in size and found that Bedford uses their high school as its polling site and cancels school for the day. She asked Superintendent Chiafery if she would talk with Bedford School District to see how their polling site works, how the school is affected, and how the school calendar is affected.

Lynn Christensen believes it would be beneficial for Merrimack to go back to a single polling district if there was sufficient parking, traffic flow and space for the voting booths. She noted that the town has emphasized that it does not want to split up into wards like the New Hampshire cities. She stated that the town would like to have one polling location. She would like the School Board to consider allowing the town to use Merrimack High School as single polling location for 2012.

Chairman Vaillancourt stated that the Board and Administration are not expected to make any decisions at this meeting.

Board Member Ortega thanked Lynn Christensen for being here the night before voting day. He asked Superintendent Chiafery if she was able to follow-up and talk with Bedford School District about how they handle giving students the day off and adjusting the school schedule to open the voting poles.

Superintendent Chiafery stated that Bedford School District has teacher workshops on voting days. She asked if the Superintendent is doing a calendar a year in advance would there be a chance that you might not know what the voting date would be.

Lynn Christensen stated that all of the dates are given and defined by state law. She indicated the only exception is the Presidential Primary that happens once every four years. She noted that the Presidential Primary happens sometime between January and March and that date is usually given a few months before the Presidential Primary takes place.

Superintendent Chiafery stated that she would like to talk with some of the same size school Superintendents to find out who has done this before and provide some input. She wanted to confirm that the voting dates in November and April are definite for the calendar.

Lynn Christensen stated that New Hampshire has a four year cycle of elections. She noted that every other year there are three dates in September, November and April. She indicated that the second year has two dates; one for the Presidential Primary which happens anywhere between January and March, and one for the town elections. She noted that the fourth year has one date for the town elections.

Board Member Ortega asked what the desire was to use Reeds Ferry Elementary School as a new location for the voting poles if school was not in session.

Lynn Christensen stated that her initial desire was to alleviate St. James Church from having compliance and traffic issues. She indicated that the polling locations currently being used are at maximum capacity. She noted when Reeds Ferry Elementary School was no longer an option, the Merrimack High School gym was the next logical option. She indicated that school would have to be canceled on voting day so parking would not become an issue. She noted that the horseshoe in front of the high school would be beneficial for voters to enter and exit without causing traffic problems. She stated that the high school cafeteria would not be big enough to accommodate the number of voting booths needed for the town voters. She added that the high school gym would be the only place to accommodate all of the town voters.

Board Member Ortega asked how many booths are required to accommodate the town.

Lynn Christensen stated that 20 booths are being used at St. John Newman Church, 20 booths are being used at St. James Church, and 80 booths are being used at James Masticola Upper Elementary School. She indicated that the town is not compliant with the number of booths needed for the number of voters.

Board Member Swonger stated that it would be a good idea to go back to one general polling location because having three locations adds staffing overhead to the entire process.

Lynn Christensen stated that she could cut her staff in half if the general polling was done in one location.

Superintendent Chiafery stated that this is a good joint project for the town and the administration. She noted that the Merrimack High School would need a proper gym floor cover that would protect the entire floor from wall to wall. She indicated that the gym currently has an old matting system. She mentioned that it would be helpful if each entity contributed 50% of the cost for the new floor cover.

Lynn Christensen stated that she spoke to the town and the town officials think that a central polling system at the Merrimack High School makes sense. She mentioned that the town is fully prepared to join in the School District in providing the appropriate protection that is needed for the high school gym floor.

Board Member Barnes noted how busy it gets at Reeds Ferry Elementary School, when parents are trying to pick-up their children. She mentioned how small a voting area St. James Church has for the town voters. She thanked Lynn Christensen for doing all the research and being proactive in suggesting that Merrimack have one polling location in town.

Lynn Christensen stated that she has worked cooperatively over the years with the School District because of the shared space being utilized at the James Masticola Upper Elementary School.

Vice Chairman Thornton asked if her main consideration was to look at utilizing the Merrimack High School.

Lynn Christensen stated that she is looking to utilize the high school gym as the single voting district for the entire town of Merrimack.

Vice Chairman Thornton asked if the Merrimack Middle School gym was considered.

Lynn Christensen stated that the Merrimack Middle School gym and parking lot is not big enough to accommodate the number of town voters and lack of sufficient parking was also mentioned.

Vice Chairman Thornton asked if the Merrimack Middle School already has a gym floor cover.

Superintendent Chiafery stated that the Middle School does not have a gym floor cover. She stated that the Middle School would take the gym floor cover from the high school and the high school would receive a new gym floor cover.

Lynn Christensen stated that the towns with a significant number of voters that use the school as a voting location invariably cancel school for the day.

Vice Chairman Thornton asked if St. James Church was eliminated would it be possible to keep voting locations at the James Masticola Upper Elementary School and St. John Newman Church.

Lynn Christensen stated that it is possible, but the town would run the risk of capacity, long line, and traffic issues at the James Masticola Upper Elementary School.

Chairman Vaillancourt stated that having one polling location would be ideal, but she has concerns. She has a concern about not having enough advanced notice to make changes to the school calendar. She is also concerned how the one polling location would affect teacher workshops. She mentioned that this item would be brought before the Board at a later date.

Lynn Christensen stated that there is plenty of time to work through some of the issues.

Superintendent Chiafery asked when Lynn Christensen would need to notify the Secretary of State of any changes.

Lynn Christensen stated that the Secretary of State needs to be notified 30 days prior to an election.

Superintendent Chiafery asked what the ideal month in 2011-2012 would be for changes to be made to the current voting situation.

Lynn Christensen stated that next spring would be ideal so she can notify the voters of any changes at the town and School District meetings.

Superintendent Chiafery confirmed that April, 2011 would give Lynn Christensen proper time to notify all the town voters.

Board Member Barnes asked if special elections only require 30 days notice on the polling locations and voter counts are traditionally quite small for the school to have a limited day with voting after school hours.

Lynn Christensen stated that it would not be a good idea. She noted that the town voters would be used to coming at different hours when no one was there to accept their vote.

Board Member Swonger asked when it comes to a special election, could voting take place during the weekend instead of the week.

Lynn Christensen stated that the voting dates are dictated by state law.

5. Final Report from Planning and Building Committee Regarding Consolidation of the SAU Office and the Special Services Office

Chairman Vaillancourt introduced Chairman Rich Hendricks of the School Planning and Building Committee.

Rich Hendricks introduced Vice Chairman Gage Perry, Committee Members Stanley Heinrich and Davis Powell of the School Planning and Building Committee. He noted that Committee Members Finlay Rothhaus and Laurie Rothhaus were unable to attend the meeting, but thanked them for all of their help with this project.

Rich Hendricks reviewed the summary of the original charge given to the School Planning and Building Committee. He stated that the Committee was to work in conjunction with the Superintendent, Business Administrator, and Director of Special Services to determine the feasibility of consolidating the Superintendent's office and Special Services offices. He noted that the Committee is submitting a final report which reviews and summarizes the Committee's work to date.

Rich Hendricks stated that the Superintendent's office (a/k/a green building) and Special Education office (a/k/a blue building) were built in 1963. He noted that these buildings were originally private three bedroom homes. He indicated that the School District bought the green building in 1973 and the blue building was purchased in 1979. He summarized the current status and needs of each building which is also listed in the final report.

Rich Hendricks stated that the Committee unanimously recommends that a new consolidated Superintendent's office and Special Education office building be built on the one-acre parcel of School District owned land adjacent to the high school parking lot and next to the James Masticola Elementary School athletic field. He indicated that the Committee feels that this project can not be put off any longer. He noted that the data supports that the building is necessary and relevant to the safety, improvement and functionality of the staff to conduct business.

Rich Hendricks reviewed the floor plan and site plan of the proposed building with the School Board. He stated that the Committee has revised the floor plan three times to eliminate dead space and provide secure entrances for the public. He indicated that the site plan is the Architect's rendering of the position of the building and where the parking space will be located and the traffic flow to the building. He stated that entering the building would be a one-way situation. He noted that a few current parking spaces from the high school may be needed to be used as overflow for visitor parking to the new consolidated building.

Rich Hendricks reviewed the project budget compiled by Architect Frank P. Marinace for the new consolidated building. He indicated that the project budget is an estimate. He noted that the estimate of the cost for the building itself as well as the preparation of land (i.e. sewer line, site excavation, parking lot, and paving of the parking lot) has always been high. He stated if an approval is given in April, construction would not begin until September because the plan needs to be approved, blue prints need to be drawn-up, bidding needs 30 days by state law, and then construction can begin. He added that the new consolidated building is not a school building and does not need to meet those stringent requirements.

Rich Hendricks reviewed the photographs of the current Superintendent's building with the School Board. He stated that every square inch of the building is being utilized by the staff.

Rich Hendricks stated that the Committee has explored every possibility while looking at all the areas and places the Committee becomes aware of. He noted that the report is based on factual responses. He is hopeful that viewing the photos of the current conditions, realizing the need for a more efficient work space and getting the factual answers to all the questions, the Board and Committee could agree that the best long-term solution to the cramped building space problem is the design the Committee recommended this evening.

Stanley Heinrich stated that this project was first introduced in 1999. He asked that the Board look at the evidence presented. He is hopeful that the Board agrees with the Members of the Committee that there are not many choices to put the Superintendent's office and Special Education office.

Board Member Swonger stated that as the School Board Liaison, he was impressed by the amount of work that went into the Superintendent's office and Special Education office investigation. He noted that the Committee normally meets twice a month. He indicated that the Committee has been meeting every week for the last several months to compile the report for the School Board. He stated that the Committee would like to have the report submitted on the budget cycle for this year.

Board Member Swonger indicated that the Superintendent's office and Special Education office has been discussed for the past ten years. He stated that the report was very thorough and solid. He noted that the original charge did ask to look at building, buying, leasing or renovating. He stated that the Committee went through all four of those charges in depth. He indicated that buying is extremely expensive and there is no suitable facility around, leasing turns out to be more expensive, and renovating would produce a lower quality product that is more expensive and disruptive than building a new one. He noted that the Committee looked at other parcels around town in which to build the new office.

Board Member Swonger indicated that the proposal has several steps of cost reductions built into the plan. He noted that putting a basement in the new office would save money compared to using more above ground space. He stated that in order to save money, the new office would be a basic wood-frame building.

Board Member Barnes asked Rich Hendricks about the report the Committee presented to the School Board indicating a \$550,000 range, but did not include the air quality upgrades that would need to be required. She asked if he had a document reflecting that adjustment.

Rich Hendricks stated that he does not have a written form, but the Architect basically felt that in order to do the entire first and second floor at the James Masticola Upper Elementary School was \$356,000 for both floors. He stated that the first floor was \$200,000 if the second floor would not be used. He noted that an additional \$200,000 would be needed to add heating, ventilation, and air conditioning, not completed previously.

Board Member Barnes asked about security at the entrance on the site plan. She asked if the Superintendent's office and Special Education office would have separate entrances.

Rich Hendricks stated that there would only be one entrance, but two separate waiting areas for each office where a person would be designated to let the public into the office area.

Stanley Heinrich stated that the building would have two secure doors right off the waiting area.

Board Member Barnes asked if the public would have access to walk down the hallway where there are offices and conference rooms.

Rich Hendricks stated that the door to the right would be a secure door and the public would not be allowed to go the hallway where offices were located.

Board Member Barnes asked of the 32 parking spaces, how many are required to accommodate the staff.

Rich Hendricks indicated that the staff would need about 24 to 26 parking spaces.

Board Member Barnes noted that 8 parking spaces would be utilized for visitors to both the Superintendent's office and the Special Education office.

Rich Hendricks noted that it may be necessary to take some of the high school parking to accommodate the visitors. He stated that he does not think the 32 parking spaces would be enough to accommodate a large meeting. He indicated that there are a few parking spaces in the front of the building and some parking spaces may become available at the high school.

Board Member Barnes asked if the Committee wanted to expand on parking are there any wetlands that the Committee needs to worry about.

Stanley Heinrich stated that there are no wetlands. He indicated that if you look at the drawing at the back-end of the parking lot and back-end of the Special Education office there is housing and considered private property.

Board Member Barnes asked if that area is shaded green on the picture.

Stanley Heinrich stated that it is after the shaded green area.

Board Member Barnes asked if the Committee could make an L for staff parking.

Stanley Heinrich stated that the parking could be expanded to however many spaces needed.

Board Member Barnes stated that she would like to have enough visitor and staff parking.

Stanley Heinrich stated that when the Architect put this drawing together he was thinking of having some landscaping around the building.

Davis Powell indicated that the parking area would gain some spaces by the razing of the green and blue buildings. He stated that approximately 20 spaces would be gained at the current site of the blue Building. He noted that the green building would be utilized for high school administration parking rather than student parking.

Board Member Ortega thanked the Committee for a comprehensive report and photographs of the current conditions at the Superintendent's office. He asked if the site work included the excavation and clearing of all of those trees in the photographs off of the current high school parking lot.

Rich Hendricks noted that the site work did include the excavation, clearing of the trees, and the addition of a sewer line.

Vice Chairman Thornton stated that she had concerns with the amount of parking spaces at the new office building. She asked if raising the buildings and adding additional parking were part of the excavation cost, part of another project or built into this estimate.

Rich Hendricks stated that raising the buildings and additional parking are not part of this estimate.

Vice Chairman Thornton stated that the Superintendent's office and Special Education office does need a new facility, but she has concerns when the construction should start.

Rich Hendricks stated that this report will eventually become part of the Committee's website. He stated that the Committee would like to keep the public informed about this project and the consequences of not doing the construction.

Board Member Barnes asked if there was a location right now that the public could go and view this report.

Rich Hendricks stated that the report is not currently on the Committee's website, but it will become available at a later date.

Business Administrator Shevenell thanked the Committee for putting together such a solid report.

Chairman Vaillancourt thanked the Committee for putting together such a solid report. She stated that the Board and the Administration both agree that the green and blue buildings are inadequate, insufficient, and unacceptable. She indicated that she would like to have the Board formally accept the Committee's report this evening. She noted that once the Board formally accepts the Committee's report, the Committee should do everything in its power to place the report on the Committee website.

Board Member Swonger moved (seconded by Board Member Barnes) to approve the final report from the Planning and Building Committee regarding the consolidation of the Superintendent's Office and the Special Services Office.

The motion passed 5-0-0.

Rich Hendricks thanked the School Board for their kind words and stated that the Planning and Building Committee will support the School Board and the Administration in front of the Budget Committee, Planning Board or whomever to discuss this project.

Chairman Vaillancourt asked if Rich Hendricks and Business Administrator Shevenell could coordinate together in getting the Committee's report on the School District website as soon as possible.

6. Second Review of Capital Improvement Plan

Business Administrator Shevenell stated that the Capital Improvement Plan (CIP) came from the Administration, went to the Planning and Building Committee, then to the School Board, and, upon the School Board's approval, will go to the Town of Merrimack Planning Board.

Business Administrator Shevenell summarized the spreadsheet he created that took the CIP out 27 years. He stated that this spreadsheet listed all of the roofing, asbestos, paving, and other projects in their entirety. He noted that the spreadsheet lists the current bonds and one lease that the School District is responsible for.

Board Member Swonger stated that he looked into bonding the asbestos removal. He indicated that when you are going to bond something there are three principles involved: 1) spread the cost over several years because the benefit will be spread over several years; 2) you want it to be something that will last; and 3) it should be a significant project. He added that he was under the impression that the asbestos removal fit into the bonding category. He noted that he and Business Administrator Shevenell ran the numbers. He indicated that there is not a large reduction in the payments and the School District would end up paying about \$300,000 in interest.

Chairman Vaillancourt noted the following changes to the Capital Expenditures Summary Form:

Roofing

- No changes of this item on the Capital Expenditures Summary Form.

Asbestos Removal

- No changes of this item on the Capital Expenditures Summary Form.

Paving

- Initial placement of Thorntons Ferry Elementary School bus loop and front of school paving on the Capital Expenditures Summary Form was scheduled for 2011-2012 in the amount of \$145,000. This item has now been moved to 2012-2013 in the amount of \$150,000.

Board Member Swonger moved (seconded by Board Member Ortega) to shift Thorntons Ferry Elementary School bus loop and front of school paving from 2011-2012 to 2012-2013.

The motion passed 5-0-0.

- Reeds Ferry Elementary School paving of Lyons Road on the Capital Expenditures Summary Form was scheduled for 2011-2012 in the amount of \$55,000. This item has been removed from the Capital Improvement Plan and put on the maintenance budget because it does not meet the minimum dollar amount.

Board Member Swonger moved (seconded by Board Member Ortega) to remove the Reeds Ferry Elementary School paving of Lyons Road from the Capital Expenditures Summary Form and placed on the operating budget.

The motion passed 5-0-0.

- Initial placement of Merrimack High School bus loop and front of school paving on the Capital Expenditures Summary Form was scheduled for 2013-2014 in the amount of \$115,000. This item has now been moved to 2012-2013 in the amount of \$115,000.

Vice Chairman Thornton moved (seconded by Board Member Barnes) to shift Merrimack High School bus loop and front of school paving from 2013-2014 to 2012-2013.

The motion passed 5-0-0.

Consolidate Special Services/SAU Offices

- Initial placement of this item on the Capital Expenditures Summary Form was scheduled for 2012-2013 in the amount of \$1,800,000. This item has now been moved to 2013-2014 in the amount of \$1,800,000.

Vice Chairman Thornton moved (seconded by Board Member Swonger) to shift the Consolidation of Special Services/SAU Offices from 2012-2013 to 2013-2014.

The motion passed 5-0-0.

Reeds Ferry Elementary School and Thorntons Ferry Elementary School Entrances

- Initial placement of this item on the Capital Expenditures Summary Form was scheduled for 2016-2017 in the amount of \$200,000. This item has now been moved to 2011-2012 in the amount of \$200,000.

Board Member Barnes moved (seconded by Board Member Swonger) to shift Reeds Ferry Elementary School and Thorntons Ferry Elementary School Entrances from 2016-2017 to 2011-2012.

The motion passed 5-0-0.

Mastricola Upper Elementary School Drainage

- No changes of this item on the Capital Expenditures Summary Form.

Mastricola Upper Elementary School Entrance/Office Upgrade

- Initial placement of this item on the Capital Expenditures Summary Form was scheduled for 2014-2015 in the amount of \$100,000. This item has now been moved to 2011-2012 in the amount of \$100,000.

Board Member Barnes moved (seconded by Board Member Ortega) to shift James Mastricola Upper Elementary School Entrance/Office Upgrade from 2014-2015 to 2011-2012.

The motion passed 5-0-0.

7. Yearend Surplus to Reduce Taxes

Business Administrator Shevenell explained that at the end of 2009 and 2010 the School District realized a surplus of 3.5 Million Dollars. He stated that the money was utilized to reduce the taxes for this coming year. He indicated that a surplus could come from an appropriation surplus (when the budget was not expended fully) and/or a revenue surplus (more money than anticipated). He stated that the appropriation surplus in the amount of 2.8 Million Dollars included \$820,000 as a result of money left from the retirement incentive (not having as many retirees this year), performance pay was not fully expended and savings in rehires. He stated that \$1,071,000 was saved around health benefits. He explained that the health insurance guaranteed maximum rate increase was at 8.4% and that rate was decreased to 1.6%. He stated that \$300,073 was saved from utilities where the energy efficiency program contributed to that amount and the cost of oil was budgeted at \$3.00 per gallon and has come down to \$2.50 per gallon. He stated that \$585,000 was saved from the Special Education Program has saved money by building programs within the School District with the out of district placement of school children. He indicated that the School District had a \$660,000 revenue surplus from Medicaid which is applied for every year where the Special Education Department tracks their time specifically working with children for a state reimbursement.

Business Administrator Shevenell explained that all the money goes toward reducing the taxes and that the School District does not have an option to retain any money to help level out the Capital Improvement Plan and combined bonded debt schedule.

Board Member Swonger stated that it was great to see the surplus come back, but stated that the School Board cannot expect to see this again next year. He congratulated the Special Education Department for all their hard work and being one of the highly regarded departments in the state. He noted that some of the other School Districts do not do the work needed to recover funds for Special Education.

8. Parent Input for the Development of the Anti-Bullying Policy

Superintendent Chiafery explained the process for a new policy being put into place for Pupil Safety and Violence Prevention. She stated that the Administration and key Personnel trained in what the new law means about cyber bullying. She noted that the law expects that the Administration have some dialogue with parents. She asked for the public to contact her with

any questions or concerns about the new policy. She indicated that the Administration would use the parent groups already in place and try to establish a way in which each school could be talking to parents about concerns they have relative to bullying that might have occurred or what they fear may occur in the future. She stated that the district parent groups would be meeting with her to go over what is expected to be put into the policy statement. She noted that specific sections must be put in the policy such as: 1) procedures; 2) definitions of what is bullying; 3) what the reporting process will be; and 4) what steps do you take to incur that bullying will not happen again (such as what training is offered up to staff on an annual basis).

Chairman Vaillancourt stated that she was thrilled that the district parent teacher groups would be working together to help the District.

Board Member Swonger stated that he would like to suggest the special education group as another entity that might want to get involved with getting the word out to parents.

Superintendent Chiafery stated that the special education group is going to be included in the district parent groups as a blend of both groups.

Board Member Ortega stated that the bullying topic is very much in the news and believes it to be an important concern of many parents in the District. He was hopeful that parents take Superintendent Chiafery up on her offer to provide input and concerns of what they would like to see in the policy. He indicated that parents could share their concerns with the Board as well in the form of an e-mail or phone call.

9. Other

a) Correspondence

There was no correspondence to report.

b) Comments

Chairman Vaillancourt stated that some inquiry has been made at the budget committee level about the Board's budget discussions. The Committee is looking for dates so their liaisons can attend the meetings. She asked if the Board could come to the November 15th meeting with their calendars to offer dates for budget discussions.

10. New Business

There was no new business.

11. Committee Reports

Board Member Barnes stated that the Fields Needs Committee went before the Merrimack Town Council on October 28th. She indicated that the Town Council asked what questions the School District might have. She stated that the Board felt it appropriate to let the Town Council accept the report before the Board had any questions going forth. She stated that Tim Tenhave will make himself available to the Board for clarification on District issues. She stated that the link is available on the town website to view the 54 page comprehensive report. She indicated that the Merrimack Middle School was low on the demand list regarding the best venue list for new fields. She indicated that the Committee has four or five other locations to review before the Committee looks at Merrimack Middle School.

Chairman Vaillancourt stated that she is not sure if a decision needs to be made this evening about the Fields Needs Committee coming before the Board to present their report. She stated that she and Superintendent Chiafery will discuss the report and if necessary, bring the report before the Board.

Board Member Barnes stated that the Parks and Recreation Committee met on October 20th and heard from Juni Pierce about the skateboard park. She indicated that Juni Pierce was doing an admirable job to look at the supply and demand of what the park offers, what the kids are wanting and how she is raising funds to get some of the features and functionalities that the skateboard park needs. She stated that the Merrimack High School First Robotics Team hosted a haunted house fundraiser this weekend during the Halloween Walk at Wasserman Park. During the Parks and Recreation meeting she stated that the O’Gara Drive paving was discussed regarding the parking lots outside of the courts and the skateboard park. She indicated that the courts and skateboard park are on school property. She indicated that the paving would cost \$4,000 as a facility improvement to the District. She noted that gravel was suggested over paving because of drainage issues. She stated that the Parks and Recreation Committee would be able to maintain the area, but not develop the area.

Vice Chairman Thornton stated that Merrimack Safeguard Committee met on October 28th and heard from the new Chairman Christina Barbera. She indicated that bylaws would be coming forward per the federal guidelines for the grant that the Committee is working on. She stated that a small Committee will be formed to take a look at what bylaws the Committee wishes to adopt. She noted that the Committee voted on a new logo. She stated that Merrimack Safeguard is the former Merrimack Drug Advisory Coalition. She indicated that the Committee discussed the youth risk behavior survey results and where the Committee wants to target the results.

Board Member Ortega noted that Business Administrator Shevenell will be presenting the School District yearend review before the Budget Committee on November 9th in the All Purpose Room at the James Masticola Elementary School

12. Public Comments on Agenda Items

Davis Powell, 42 Greatstone Drive, stated that he wanted to comment on Lynn Christensen’s request to centralize the voting location at the Merrimack High School. He indicated that centralization is a good idea, he has some concerns about shutting down the Merrimack High School another day. He stated that he is dead-set against pushing the last day of school into the middle of June. He indicated that there is a possibility of having several snow days and that would push graduation to the third week of June. He asked if the Board could put some serious consideration into Lynn Christensen’s proposal before agreeing to it. He noted that the Merrimack High School is owned by the School District and is a school building, not a town building and town school district.

13. Manifest

At 10:14 p.m. the Board signed the manifest and Board Member Ortega moved (seconded by Vice Chairman Thornton) to adjourn the meeting.

The motion passed 5-0-0.