

**Gorham, Randolph, Shelburne
Co-operative School Board Meeting
Shelburne Town Hall
Tuesday, November 29, 2005**

Members Present: Karen Cloutier, Jo Anne Carpenter, Wendy Niskanen, Kathleen Kelley, Jay Holmes, Michelle Cormier, Angela Brown, Donna Goodrich, Mike Waddell

Members absent: Alice Evankow, Jean Tremblay

Members of Administration Present: Superintendent Patrick Low, Business Administrator Pauline Plourde, Principals Keith Parent, Paul Bousquet, David Goyette, Maintenance Supervisor, Chad Miller, Director of Technology

- I. The meeting was called to order at 6:40 p.m. by Chair Jo Anne Carpenter

- II. **Minutes** – A discussion of recommended changes to the minutes of 10/26/05 was held. It was decided that if the error does not change the meaning of a sentence, such as misspelled or grammatical errors, it should not be brought up at the meeting. The Board suggested taking grammatical corrections to Pauline Plourde to change instead of discussing them in a Board meeting. It was also decided that the Secretary of the Board should also be proofreading the minutes before they go to the whole Board.
Motion was made by Angela Brown to accept the 10/26/05 minutes as amended, seconded by Michelle Cormier. Wendy Niskanen and Jay Holmes abstained, all others accepted the motion.

- III. **Communications/Written** Chad Miller presented a new software program called Apple Power School to the Board for their information. Apple Power School is a school information management system. The schools currently use MMS to track student information such as biographical information, report cards, etc. There are limitations with MMS such as its inability to interact with great books software. It needs to be installed on individual computers preventing teachers from entering their grades from home. Apple Power school is web based, designed to operate inside of a web browser. Teachers, parents, students and administration can access data and daily announcements from locations outside the school. The downside to the program is that it is expensive. The program costs around \$20,000. There are new state reporting requirements online that our current MMS software is not set up to do. The Board questioned if this new program could possibly call for a reduction in clerical staff. The administration would have to take a look but it is unlikely due to the amount of reporting requirements coming from the State. The Board questions whether teachers would diligently access this program. This program would make it easier for teachers as they can access it from home. The program is completely secure because of the way it is designed. Apple Power School has regular updates for security patches. Students will also have the ability to access their schedule. The annual maintenance fee is \$2,500. The District currently spends \$5,000 annually for the MMS program. Chad Miller would like the Board to consider purchasing this program in the near future. No decisions were made at this time.

IV. Public Comments There were none

- V. Superintendent's Report** Patrick Low gave his report to the Board. Parent/Teacher conferences were held at the Middle/High School in November and will be held at the Elementary School on December 8, 2005. An in-service on differential instruction will be held for the middle/high school on that date. Mapping of curriculum continues to take place. Jo Anne Carpenter asked if everyone got the draft of the Program of Studies that was shared by Keith Parent. Keith Parent will get a draft out to Board Members, Wendy Niskanen and Mike Waddell, who did not get one. A discussion of tracking pursued. Katie Kelley asked if the administration ever thought of offering some courses that are in the Program of Studies to the general community. Keith Parent said that option is being explored. Master scheduling and students having priority in upper levels is being explored by the administrative team. The administration is looking at a four year plan rather than a year to year plan that can address most student needs. The administration envisions an exit level situation for grade 8 students as they prepare to enter grade 9. The four year plan will be discussed at that time to prepare them and parents for their plan of studies. The Board suggested that the Program of Studies be posted on the web site and also be brought up at a round table discussions.

Financial, Month Ended none given

VI. Budget Preparation, 06/07

Financial Committee update The Financial Committee met twice so far. They need to schedule another meeting. A brief overview of the 2006-2007 budget was given to the Board for their review. The administration asked if the Board would like the full budget now or have the Finance Committee bring the Board an updated budget after they have worked with it. The Superintendent summarized the increases in the budget. Some major increases are health insurance – 24% guaranteed max, fuel costs, contractual agreements, and a fire alarm system. The Business Administrator is looking at other health insurance plans to reduce costs. The Board suggested that each member write down their concerns or perceived ideas about the budget and give to the Finance Committee. A discussion about goals and objectives pursued; a meeting to talk about goals and objectives as well as its vision statement is scheduled to take place on December 21, 2005 at 6:30 pm at the Gorham Middle High School library. A vision statement would help the public understand what the Board is envisioning for the schools. The Board will take a look at each school's mission statements. Board members questioned the large increase in the 2006-2007 budget. The Business Administrator said that there are capital reserve funds that they can tap into to reduce the budget impact. There are avenues to think about when discussing what impact the budget will have on tax payers. A discussion about the fire alarm system ensued. Jay Holmes questioned what a \$135,000 fire alarm system will do that the current one won't. The system is a recommendation from the fire chief. The school had been given a temporary waiver in 2002. The administration advised that when a system is replaced it has to be done according to code. When the school had to change the panel it was granted a waiver so it did not have to replace the whole system. The school has far exceeded this waiver. There are also

concerns with the purchase of a new bus. Jo Anne Carpenter suggested the Board needs to let the Finance Committee do its work. They have not done the work they need to do on the budget yet. It was suggested that the detailed budget be given to the whole board so the Finance Committee can gather their questions and concerns.

VII. Policy Committee Report The Policy Committee distributed copies of policies Section C, Section D, BEDG-R and Appendix BED-R for the second reading. A discussion ensued in particular on policies DJE – bidding requirements, BEDG-R – Minutes of School Board Meeting, CHCA - Approval of Handbooks and Directives, DEA – Revenues, DM - Cash in School Buildings and Appendixes DFA-R, CBI-R – Evaluation of the Superintendent. **Motion was made by Kathleen Kelley to accept the second reading of Policies Section C and D and related appendices, Policy BEDG-R, and Appendix BED-R as amended, seconded by Wendy Niskanen.** No discussion followed. Unanimously accepted.

VIII. Building Committee Report The Board was given a letter from Ben Mayerson regarding an update on the Building Committee for their review. The Building Committee is currently drafting a report to the Board that will respond to the charge. This report will be given to Board members by the end of the year. The Building Committee has gotten as far as they could go with the current charge and now needs direction from the Board on how to proceed. The Building Committee is inviting the Board to join them for a portion of their meeting on January 17, 2006 in the Gorham Middle/High School library to discuss concerns. If a Board Member cannot make this meeting, they are advised to give questions and concerns to the administration to share at this meeting. No decisions will be made at this meeting.

Facilities Committee Report The Facilities committee gave a report to the Board for their review. There is currently no chair of the committee. The Committee asked for questions on the report and if the Board can see any information left out. The purpose of the committee is to coordinator flow of communication and to draft warrants/process and bring to the Board. A discussion ensued about goals and visions for the schools. A Board Member questioned if the Board should send a letter to Errol, Milan and Dummer to offer them high school space. Milan has currently signed an AREA agreement for 10 years with Berlin. It is now up to the towns' people to vote on that agreement at their annual March District meetings. The Board decided that it is not the time to solicit them. The Board decided not to write a letter to them.

IX. Curriculum Committee Donna Goodrich questioned what the charge was of this committee. It is envisioned that the Committee would be there as a communication mechanism. Any changes in curriculum would come through the Curriculum Committee to the Board.

At 9:30 p.m. Angela Brown motioned to extend the meeting to 9:40 p.m., Seconded by Karen Cloutier. Unanimously accepted.

Wendy Niskanen left the meeting at this time.

The discussion continued regarding the Curriculum Committee's charge. Donna Goodrich

asked the administration what they think the school board role in curriculum development is.

Keith Parent responded curriculum is driven and generated by the state. He envisions the school boards role would be to suggest what direction the administration takes with electives and total package of offers. The School Board's role is for the principals to share where they are and where they are going and to seek approval for ideas that effect curriculum. The goal for the committee is board awareness of what is going on with curriculum. The Committee will gather what has been done by Gorham and look at it has a whole. They are to look at the process and how the information will be disseminated.

- X. Other** Angela Brown suggested at the Goals and Objectives' meeting that the issue of transportation and the need for a new bus be discussed. David Goyette and Patrick Low will bring a report to the Board regarding transportation.

XI. Next Regular Meeting

The Board will meet again on December 21, 2005 at 6:30 p.m. in the Gorham Middle/High School Library.

Agenda Items requested: Board Goals and Objectives and Vision Statement. The administration is invited to attend.

The next regular scheduled meeting will be on December 28, 2005 at 6:30 p.m. in the Gorham Middle/High School library. The Board will meet in Randolph for their January meeting.

The Board is invited to attend the Building Committee meeting on January 17, 2006 at 6:30 p.m. in the Gorham Middle/High School library.

- XII. Adjournment** Michelle Cormier moved that the meeting be adjourned, Angela Brown seconded the motion. All in favor. Meeting adjourned at 9:46 p.m.

Submitted by,

DeAnn Murphy