

SAU #20 BOARD MEETING  
Thursday, November 16, 2006  
**Minutes of Meeting**  
Milan Village School Library

Present:

Milan Board: SAU Chairman Patricia Shute

Dummer Board: Nancy Bisson, Julie Glover, Jennifer Miller

Errol Board: absent

Gorham Randolph Shelburne Coop Board: Angela Brown, Jo Carpenter, Michele Cormier, Greg Corrigan, Kathleen Kelley, Paul Parteno, Jean Tremblay

Administration: Paul Bousquet, Superintendent SAU #20, Pauline Plourde, Business Administrator, Becky Hebert-Sweeny and Steve Gordon, Co-Directors of SPED

SAU Staff: Maria Delisle, Office Manager      Other: Kimberly Hockmeyer, Recorder

I. Call to Order: Shute called the meeting to order at 6:40 PM

II. Public Comments – none

III. Approval of Minutes October 10, 2006

**Motion made by Parteno to accept the Minutes of October 10, 2006. Motion seconded by Cormier. Discussion on the following corrections to the minutes:**

**Under Budget, change “exurbanite” to exorbitant**

**Add Jay Holmes to Present for the Gorham Randolph Shelburne Coop Board**

**Motion changed to accept minutes as amended. Vote: 10-0-1 (Tremblay abstained) Motion approved.**

IV. Superintendent’s Report

1. Direction/Mission/Goals of SAU Relationship to School Districts/Schools

Bousquet stated that he would like to start the process of determining the direction and attaining the SAU Board’s mission. He asked for input from the Board. Shute asked if a mission statement for the Board had already been crafted. Kelley stated yes, in 2003 during the search for a superintendent. Discussion. This will be readdressed in December.

2. SAU Board Self Evaluation-Work of the Dummer Board

Bousquet explained Miller’s work on developing a self-evaluation for the Dummer Board. Miller explained the evaluation that Dummer will be adopting at the December Dummer School Board meeting. She stated that any boards may obtain a copy from Maria at the SAU office.

3. Other

a. Policy Book

Bousquet apologized to Brown for not following through with the information on the Policy Book. Brown explained how she has adopted the NHSBA policies to the SAU Board. Discussion on the Policy Committee members: Shute, Miller, Brown, Goodwich, and Carpenter. Brown explained the need to review RSAs specific to SAU Board and include in policies. Discussion. Bousquet will get copies of Brown’s work to the Policy Committee members.

Kelley discussed setting a timeline for evaluations of the SAU Board should be done by the January before Town meetings and for goal setting to occur after elections.

b. Milan Withdrawal Committee

Bousquet announced that the Milan Withdrawal Committee has unanimously agreed to not recommend withdrawal from the SAU, stating that it was not economically feasible.

V. Evaluation of Superintendent-Committee Report

Miller distributed Individual Member Evaluation and Individual Board Evaluation Forms. Shute explained how the evaluations were formed. Miller explained the need to keep the language consistent. Discussion on the Individual Board forms includes comment section, with comments required for unsatisfactory, needs improvement, and consistently exceeds objectives since standards require documentation. Shute explained that comments can be carried to the final form. Discussion on the Superintendent's self evaluation and self assessment and that it follows the same format and consistent language. Kelley stated that if there are discrepancies between the Superintendent's self assessment and Board's evaluations, then attention is needed. Discussion on the format of the forms. Bousquet stated that the forms can easily be adapted to evaluate administration, and then adapt to evaluate teachers and staff.

Shute suggested time to review the evaluations that were presented before adopting. Bousquet stated that it would not be a policy, and the Board could vote to adopt at the next meeting. Discussion on the goal to have evaluations completed before March. Shute directed the Board members to review the forms and to adopt at the December 6, 2006 meeting.

VI. Business Administrator's Report

Plourde reviewed the financial report, which included a projected fund balance of \$60,483.87.

1. Budget 2007-2008

Plourde explained that she incorporated suggestions that were made at the October meeting. She stated that she still hasn't received information on health insurance, and if it is received before December meeting, the budget will include the actual price. Discussion on website management software. Kelley expressed concern with the cost per child increasing, though student enrollment is down. Discussion on billing districts for services they receive. Kelley mentioned outsourcing and asked if there were strategies to reduce or control budgets. Plourde responded that at the SAU level, the budget is people driven – salaries and benefits, not furniture. Discussion on the changes as a result of having co-directors of special education. Corrigan asked about outsourcing for technology, alternatives for telecommunications, etc. Plourde stated that technology costs are part of the contract for the GRS Coop. Plourde explained looking at using ADP for payroll, but it didn't save any money. Bousquet added that the formula for the retirement contribution has increased by 28.34% that is mandated. Gordon stated that he does not receive benefits. Bousquet suggested reducing the website content by \$1000.

**Motion made by Cormier to adopt budget as presented for the purpose of carrying it to the public hearing in December. Motion seconded by Partenoep. No Discussion. Vote 11-0. Motion approved.**

## VII. Special Education Directors' Report

Hebert-Sweeny explained that Child Find was held on Monday in collaboration with SAU 3, which screened children from birth to age 5. Discussion on free training that had been provided to staff on IEPs and 504s. Gordon stated that the SAU had received the final IDEA entitlements. Gordon explained a new feature of having a staff member include a report in the monthly report.

Kelley commented on educational articles that promote the policy of 3 phase step into SPED – screening, group intervention and then IEP.

Gordon reported on the benefit of the Student Support Center for all students in Milan, for emotional, academic, and behavioral support. He added that PBIS, as part of a system, also provides opportunity to express concerns. He added that Gorham's Response to Intervention looks at scores and works with children prior to referring to SPED. He stated that these steps try things first, instead of jumping directly into testing and SPED.

Cormier asked about No Child Left Behind and minority children. Cormier asked if the co-directors see statistics for low socioeconomic groups. Hebert-Sweeny stated that there are students who are transient, that did not attend preschool, or are delayed. Gordon explained that federal and state regulations prohibit identifying students as SPED until "after being taught skill. . ." Gordon stated that Title I helps disadvantaged students. Bousquet stated that socioeconomic disadvantaged is the areas subgroup. Bousquet stated that there is a lot of data collected – PBIS, RTI, SWIS, and that the data is being used to drive the curriculum.

## VIII. Non-Public Session - none

## IX. Other

Kelley stated that in reviewing past minutes, a mission statement is in 6/3/2003 minutes and a vision statement were drafted but not accepted.

## X. Next Meeting-Wednesday, December 6, 2006 immediately following Budget Hearing

### Agenda items

- Review Superintendent Evaluation tool
- Draft of Mission Statement from Angela Brown: "The mission of SAU 20 is to cooperatively support and serve the students of our communities to the best of our ability with fiscal responsibility"

## XI. Adjournment

**Motion made by Kelley to adjourn. Motion seconded by Cormier. No Discussion. Vote: 11-0. Motion approved.** Meeting adjourned at 8:15 PM.

Respectfully submitted,

Kimberly A. Hockmeyer  
Recorder