

School Administrative Unit #20 Board

Thursday, October 9, 2008

Minutes of Meeting

Milan Village School Library

Present:

Dummer School Board – Julie Glover, Jennifer Miller, Elizabeth Ruediger

Milan School Board – Kevin Evans, Sandy Pouliot, Patricia Shute

Gorham Randolph Shelburne Cooperative – Angela Brown, Michelle Cormier (7:32 PM), Kathleen Kelley, Steve Michaud, Paul Partenope, Julie St. Germaine (8:40 PM)

SAU #20 Administrators – Superintendent Paul Bousquet, Special Education Co-Directors Rebecca Hebert-Sweeny and Steve Gordon, Business Administrator Pauline Plourde

Gail Scott for the Berlin Reporter

I. Call to Order

SAU Chair Patricia Shute called the meeting to order at 6:54 PM. Shute explained that even though quorum had not been met, discussion may be held, but no motions may be made until additional GRS Coop member arrives. A call had been placed to Michelle Cormier who would be arriving within 45 minutes.

Shute introduced Elizabeth Ruediger as the newest member to the Dummer School Board.

II. Public Comments – none

III. Written Communications – none

IV. Approval of Minutes dated May 1, 2008

Brown asked for minutes from nonpublic session. Bousquet will have copies at next Board meeting.

Motion made by Kelley to approve the minutes of May 1, 2008 as presented. Motion seconded by Glover. No discussion. Vote: 10-0-1 (Ruediger abstained). Motion approved.

V. Committee Reports and Nominations

1. Professional Development

Bousquet explained that the Master Plan has been approved for the next 5 years. He stated that almost everything is done on an online program, My Learning Plan. Teachers apply for workshops and approval is given online. He added that it was a group effort in developing the professional development plan.

2. NCES Representative Report

Glover passed to Bousquet, who reported that the North Country superintendents had met that day and discussed alternative energy options, possibility of combining insurance, and discussing calendars. He added that NCES has two new psychologists and that tomorrow is NCES Professional Day.

3. Policy Book Report

Brown presented a brief overview of the policies of the SAU Board, which were distributed in the Spring of 2008. She explained that there will be revisions and new policies to be reviewed. Brown discussed the addition of an organizational chart to be included in the policy book. Two options were presented to the board along with a text version that explains the roles of the members on the chart.

Motion made by Kelley to accept the three box text section of the organizational chart as presented. Motion seconded by Evans. No discussion. Vote: 11-0. Motion approved.

Motion made by Brown to accept the 'bubble' version of the organizational chart with the following changes: including the faculty and staff under each building administrator, a solid line from the business administrator to the special ed administrator, and with the understanding that 'hats may change'. Motion seconded by Evans. No discussion. Vote: 11-0. Motion approved.

VI. Superintendent's Report

1. Review of SAU 20 Mission Statement

Board members reviewed the statement, "The mission of SAU #20 is to cooperatively support the success of the students of our communities by providing administrative services and being fiscally responsible." Brown asked about including a superlative to describe administrative services in the statement.

Motion made by Brown to insert the word 'quality' in front of administrative services in the mission statement. Motion seconded by Pouliot. No discussion. Vote: 11-0. Motion approved.

2. Alert Now Communication Service

Bousquet explained that Alert Now is a communication tool that can contact people based on grade level, sports, classrooms, as well as contacting for emergencies. Bousquet explained that the program costs \$3. per student per year. Partenope asked if other programs were explored, specifically Honeywell. Bousquet explained that he had researched two others, but did not contact Honeywell.

Motion made by Michaud to accept the Alert Now or equivalent service based on the cost and quality. Motion seconded by Partenope. No discussion. Vote: 11-0. Motion approved.

3. Request Family Resource Center

Bousquet explained the request for the increase in rental payments. Plourde explained the history of the agreement in the rental fee, along with Partenope. Bousquet stated that they were using the original legal contract dated June 30, 1997 where the SAU pays for 11%, and an additional \$5200. a year for additional office rental space. Discussion ensued on the square footage of the building, of the SAUs portion, as well as the square footage of the open space.

Board directed Bousquet to obtain the actual square footage of the SAU office, the additional office, and the public common area. Board also directed Bousquet to determine what the SAU would have paid in rent at 19% over the past three years and present the information at the November SAU Board meeting.

4. Community Fundraiser

Bousquet presented information for the Board on community fundraisers. Discussion on the opportunity to donate food items at dances and sporting events. Brown requested no pressure for students to donate food. Miller requested that student councils be involved.

5. Board Member List updated and distributed to Board members

VII. Business Administrator's Report

1. Year to Date Budget Report

Plourde presented the financial report ending September 30, 2008. She explained that the accrued vacation time of 26 days was paid to a former employee, although not budgeted. There is a savings in health insurance due to switching to a plan with a higher co-pay and prescription costs. Also, reducing the number of hours for the new hire and reallocating positions.

2. Budget 2009-2010 First Round Draft

Bousquet explained part of the budget. He stated that administrators are foregoing any raises in the budget, and the administrative salaries are increasing by 3%. Bousquet explained that administrators do not want to move backwards, so if there is an increase in health costs, that there is a balance. There is a decrease in the amount of days for Steve Gordon from 120 to 90. Plourde explained that the budget is down \$17,253 from last year.

Discussion on reduction of professional development and professional growth, and Bousquet explained that it had been over budgeted in the past.

Discussion on possible impact due to reduced hours in special education. Plourde explained that there are five extra days built into the budget to be used by either Hebert-Sweeny or Gordon.

VIII. Special Education Directors Report

Hebert-Sweeny discussed the ADA Amendments Act and the new changes. She discussed meeting with the Parent Information Center to set up workshops to bring to the communities.

Gordon discussed how well Lisa Sankiw had done with the Medicaid billing is going to be training school staff on filling out forms.

Gordon discussed the Life Skills Meetings and that they are determining ways to improve the program.

IX. Other

1. Compensation of Employees

Bousquet explained that Lisa Sankiw, Maria Delisle and Lorna Aldrich are taking on increased tasks and would like to increase their pay by \$0.50 an hour. Discussion.

Motion made by Miller to accept the request for an additional \$0.50 per hour for the SAU 20 administrative staff as compensation. Motion seconded by Pouliot. No discussion. Vote: 10-1 (Partenope opposed). Motion approved.

X. Next Meeting

Next meeting will be held on Thursday, November 13, 2008 at 6:30 PM at Gorham Middle High School Library.

XI. Adjournment

Motion made by Partenope to adjourn. Motion seconded by Evans. No discussion. Vote: 11-0. Motion approved.

Meeting adjourned at 9:16 PM.

Respectfully submitted,

Kimberly A. Hockmeyer
Recorder for the Board