

# School Administrative Unit #20 Board

## Minutes of Meeting

Tuesday, May 12, 2009

Milan Village School Library

### Present:

*Dummer School Board:* Julie Glover, Jennifer Miller

*Gorham Randolph Shelburne Cooperative School Board:* Angela Brown, Jo Carpenter, Greg Corrigan, Anne Hill, Stephen Michaud, Carol Miller, Ron Ouellette, Paul Partenope, Julie St. Germaine, Michael Waddell.

*Milan School Board:* Kevin Evans, Sandy Pouliot, Patricia Shute,

*SAU Staff:* Superintendent Paul Bousquet, Pre-school Coordinator/Speech Pathologist Todd Butler, Co-Director of Special Services Rebecca Sweeny, Co-Director of Special Services Steve Gordon, Business Assistant Lorna Aldrich, Business Administrator Pauline Plourde, Office Manager Maria Delisle, Administrative Assistant Lisa Sankiw, Administrative Assistant Joyce Carlisle.

- I. Call to Order- Patricia Shute called the meeting to order at 7:00 PM
- II. Reorganization of Board-Appointment of Officers
  1. Chairperson –**Motion made by Jo Carpenter nominated Patricia Shute as Chairperson. Motion seconded by Greg Corrigan. Vote: 15-0. Motion approved.**
  2. Vice Chairperson -**Motion made by Jo Carpenter to nominate Angela Brown as Vice Chairperson. Motion seconded by Greg Corrigan. Vote: 15-0. Motion approved.**
  3. Treasurer- **Motion made by Angela Brown to nominate Jo Carpenter as Treasurer. Motion seconded by Anne Hill. Vote: 15-0. Motion approved.**
  4. Vice Treasurer- **Motion made by Jo Carpenter to nominate Debra Ackerman as Vice Treasurer. Motion seconded by Julie Glover. Vote: 15-0. Motion approved.**
  5. Secretary- **Motion made by Julie Glover to nominate Jennifer Miller as Secretary. Motion seconded by Angela Brown. Vote: 15-0. Motion approved.**
- III. Public Comments –no comments
- IV. Approval of Minutes Budget Hearing and Regular Meeting December 11, 2008  
**Motion made by Paul Partenope to approve the minutes as written. Motion seconded by Sandy Pouliot. Abstained –Jennifer Miller, Anne Hill, Carol Miller, Michael Waddell, and Ron Ouellette. Vote: 10-0. Motion approved.**
- V. Written Communication –Letter to FRC Capital Projects from Paul Bousquet, informing the FRC that SAU would like advanced knowledge of future capital improvement projects for budgeting purposes. Kathy McDowell will pass the letter on to the new director of FRC, Tom Austin.
- VI. Committee Reports and Nominations
  1. Policy Committee- Angela Brown gave a summary of policy committee activities including policy books going on-line. Present members of the committee include Jo Carpenter, Jennifer Miller, Angela Brown, Patricia Shute, and Debra Ackerman.
  2. Professional Development-Jo Carpenter gave a summary of PDC activities for the year; hiring Joyce Carlisle as a replacement for Angela Testa, as the Professional Development

Administrative Assistant, refining My Learning Plan, online credentialing with the NH DOE, workshops offered and planned within the district. Jo Carpenter was recommended as the PD Committee Chairman for the 2009-2010 year by the Professional Development Committee.

**Motion made by Greg Corrigan to nominate Jo Carpenter as Professional Development Committee Chairman. Motion seconded by Anne Hill. Vote 15-0. Motion approved.**

3. NCES Representative-Paul Bousquet and Julie Glover, as SAU representatives to NCES gave a brief summary of activity at NCES. Monthly meetings are held at NCES and are very informative. Paul Bousquet informed the group that Charlie Thibodeau is no longer with NCES. He also informed the board that the viability of self insurance by the SAU's associated with NCES is being explored. Consulting groups Moss and Moss Associates and Millennium Consulting Group, companies specializing in making recommendations on how schools can save money by rearranging their policies or possibly combining with other SAU' to form an insurance group was discussed.

Julie Glover informed the board that she will be stepping down as representative due to time constraints. Paul Partenope volunteered to be the new representative.

**Motion made by Angela Brown to nominated Paul Partenope as new representative to NCES. Motion seconded by Carol Miller. Vote: 15-0. Motion approved.**

#### VII. Business Report-

1. Pauline Ploude provided an explanation of the year to date Financial Report.
2. Primex Participation Agreement - Primex Heath Insurance provides the SAU with the opportunity each year to revise their policy to include an expanded definition of dependents to their policy. Discussion was held on the costs of individual vs. family plans and the fiscal risk incurred with the acceptance of the expanded definition.  
**Motion made by Michael Waddel to not accept the expanded definition of dependents. Motion seconded by Paul Partenope. Vote 14-0. Abstained- Patricia Shute. Motion approved.**
3. Financial Statement The Mercier Group – Pauline briefly explained that this year's audit was performed by The Mercier Group and in the year 2010 the SAU's agreement with the Mercier Group will expire and the auditing procedure will go out to bid.
4. Safety Committee Report -Pauline explained P<sup>3</sup> claims, and risk management. Paul Partenope requested additional information on the SAU's status with the ICS standards. Paul Bousquet informed the board that individual schools within our SAU have been working on their emergency plans in cooperation with their associated towns. Pauline noted that the Safety Committee has made great gains in the reporting of incidents.

#### VIII. Special Education Directors' Report

Steve Gordon and Becky Hebert Sweeny provided the board with a brief overview of the special Services annual goals and outcomes.

IX. Evaluation of Superintendent - Paul Bousquet presented the results of his evaluation and expressed his appreciation for the comments that were made. He noted that he takes the time to read all comments and will be working on making improvements in areas needed.

X. Superintendent's Report

1. State of the SAU
  - i. School District Report Letters-Principals and Superintendent – included in packet.
2. Insurance Analysis- **Motion made by Michael Waddel to approve the analysis of health coverage by the Millennium Group for the fee of \$200. Motion seconded by Carol Miller. Vote: 15-0. Motion approved.**
3. Meeting Dates for 2009-2010. Paul Bousquet presented a proposed, color coded calendar of meeting dates. **Motion made by Jo Carpenter to accept the calendar of meeting dates as presented. Motion seconded by Sandy Pouliot. Vote 15-0. Motion approved.**
4. Renting Added Space in the FRC - Paul Bousquet informed the board that the FRC has rental space available that is adjacent to the SAU's present office, for \$850/mo. The space contains an area which could be used as office space for Becky Hebert Sweeny, Steve Gordon, and Todd Butler. Becky and Steve presently share a very small office. Todd presently shares an office down the hall from the main office with Chad Miller which costs the SAU \$180/mo. Discussion was held on the possible usage of the new space and needs.

**Motion made by Angela Brown to lease the additional rental space adjacent to the present office space (\$850/mo) and discontinue renting the office space down the hall. Motion seconded by Kevin Evans. Vote 13-1-1 Abstained- Anne Hill. Opposed-Jennifer Miller. Motion approved.**

**Motion made by Michael Waddel to lease the additional rental space adjacent to the present office space and continue renting the office space down the hall. Motion seconded by Kevin Evans. Vote 13-2. Two opposed-Sandy Pouliot and Greg Corrigan. Motion approved.**

5. 2010-2011- Chad Miller under the SAU 20 Umbrella – Information was handed out for possible consideration during budget development in October/November.
6. Nominations of SAU Office and Administrative Staff - **Motion made by Jennifer Miller to accept the nominations of SAU Office and Administrative staff as noted. Motion seconded by Kevin Evans. Vote 15-0. Motion approved.**
7. Other - None

XI. No Public Comments

XII. Non-Public Session - **Motion made at 8:55 PM by Jennifer Miller to enter non-public session under RSA 91-A:3II a. Motion seconded by Julie Glover. Roll call vote: Julie Glover - yes, Jennifer Miller – yes, Angela Brown - yes, Jo Carpenter - yes, Greg Corrigan - yes, Anne**

Hill - yes, Stephen Michaud - yes, Carol Miller - yes, Ron Ouellette - yes, Paul Partenope - yes, Julie St. Germaine - yes, Michael Waddell – yes, Kevin Evans - yes, Sandy Pouliot - yes, Patricia Shute – yes. **Motion approved.**

On a motion by Jennifer Miller and a second by Kevin Evans, the board voted to exit non public session at 9:18 pm.

XIII. Other

XIV. Next Meeting-Thursday, 10/8/09 at 6:30p.m.-Milan Village School Library

**XV. Adjournment - Motion made at 9:20 PM by Carol Miller to adjourn the annual meeting. Motion seconded by Jo Carpenter. Vote 15-0. Motion approved.**

Respectfully Submitted,

Joyce Carlisle