

MINUTES
SAU 39 SCHOOL BOARD MEETING MINUTES
November 15, 2011
Souhegan High School Annex, Room A222

Present:

ATTENDANCE

Souhegan Cooperative School Board: Steve Coughlan, Pim Grondstra, Fran Harrow, Chris Janson, and Jeanne Ludt

Amherst School Board: Peg Bennett, Nancy Head, and Jim Manning

Mont Vernon School Board: Tom Driscoll, Kim Roberge, Bruce Schmidt and John Quinlan

Administrative Team: Nicole Heimarck, Betty Shankel, Renea Sparks and Peter Warburton

Budget Committee: Debbie Bender and Charlene Carper

Minutes Recorder: Lyn Jennings

Mary Lou Mullens called the board meeting to order at 6:08 p.m.

I. CALL TO ORDER

A. SAU Budget Advisory Committee – Charlene Carper told board members the committee had an opportunity to meet with Peter Warburton, and Betty Shankel to review the budget as provided.

II. ANNOUNCEMENTS

Charlene said the Budget Advisory Committee would like to see the \$5,000 consultant fee removed from the budget.

Charlene said they also requested the Superintendents Office Travel (van) be removed from the budget.

Charlene said the Budget Advisory Committee agreed if the changes they recommended were made, then the committee would support a 1% increase in salary.

Discussion took place with regards to the need for the van.

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Betty told board members the van belonged to Amherst and the only time it is used for travel is to provide SAU lunches in Amherst.

Betty said the administration is considering contracting out the courier services.

Charlene said the ultimate budget is to find savings so that it remains flat. Charlene said the Budget Advisory Committee suggests the administration go through the budget to find the money, which is needed to remain flat or they can't support any increase in salaries. Charlene repeated, they want to keep the overall budget level.

B. Policy Committee Report – Jeanne Ludt told board members they reviewed samples of a Field Trip Policy. He said it is a very complicated policy and will take some time to create. Also, they are looking at a Staff on Student Bullying Policy.

Mary Lou Mullens asked if there were any comments from the public however, there were none.

III. PUBLIC TIME

The A. Minutes 1. October 27, 2011 were pulled from the Consent Agenda.

IV. CONSENT AGENDA

Under VII. Discussion A. Policy IMGA – Animal Service the wording in paragraph four was changed. Bruce Schmidt requested that paragraph four be changed to read as follows: Bruce said he did not think the decision to allow a service animal to accompany a student at school should be made by the team, which includes the requestor, rather than what was written in the draft minutes: Bruce said he did not think the decision to allow a service animal to accompany a student at school should be made by a team, which should include the requestor. Bruce asked that the parents/student be removed from the decision.

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A motion was made by Fran Harrow to approve Consent Agenda Item A. Minutes 1. October 27, 2011, as amended. Steve Coughlan seconded the motion. All board members voted in favor of the motion with two abstentions, Kim Roberge and Mary Lou Mullens. The motion passed. (10-0-2)

A. FY13 Draft Budget – Board members received the following handouts in their board packets: FY13 Proposed Budget Summary, Draft 1 – October 27, 2011, The School Administration Unit No. 39 Distribution of Amount of SAU Budget to be Shared by Districts, FY 2013 Cost Sharing Proposal, SAU39 – All Staff Salary & Benefits FY13, the SAU #39 FY 13 Proposed Budget and the FY13 Proposed Budget Backup, October 27, 2011.

**V.
PRESENTATIONS/REPORTS**

Betty Shankel told board members there were no changes to the Budget since the last presentation.

Support Staff received a 1½% raise last year.

Board members were given the opportunity to discuss the handouts and ask questions with regards to the proposed FY13 Budget.

Steve Coughlan said he would like to see the timesheet module added into the budget.

The Budget Advisory Committee said they were told the module couldn't be used until the contracts were negotiated.

Betty Shankel said two contracts are in negotiations now. If the timesheet module were not in effect, they would have to do a work around.

Betty told board members the Time Sheet Module would bring them into compliance with the Department of Labor for non-certified staff.

Jeanne Ludt asked what was the cost of the Time Sheet Module and Betty told board members it was \$10,000. Betty told board members creating efficiencies such as this would ultimately have a savings for the district. Betty said having the time sheet module is much more about compliance than about efficiency.

There are four groups of hourly employees, each district and the SAU.

Bruce Schmidt said he had hoped Bruce Chakrin would be at the board meeting, as he wanted additional information with regards to the request for 12 laptops for curriculum development. Bruce also questioned why they were requesting replacement batteries for 6 laptops. Bruce said he could not reconcile the information as provided in the backup.

Betty said last year they budgeted for 3 laptops and were budgeting for 6 in FY13.

Peter said he had a conversation with Nicole and Bruce today and since there is more technology in schools they don't need to have laptops out of the laptop carts now. Peter said they would replace the laptops next year.

A motion was made by Bruce Schmidt to reduce 10.2321.738.00 for New Technology from \$7,200 to \$3,600. John Quinlan seconded the motion.

The board discussed the motion.

The board discussed the possibility of moving the iPads out of the New Equipment line 10.2321.734.00 into the eRate Fund.

Peter Warburton explained the iPads are used among all the schools.

Bruce Schmidt withdrew his motion.

Bruce Schmidt asked Betty to move \$4,200 out of the Technology 10.2321.738.00 into the eRate Fund.

Board members discussed the recommended 1% raise by the Budget Advisory Committee.

Steve Coughlan said they need to be careful not to be too frugal for too long with regards to salary increases. Steve said in the past, an effort was made to increase under funded positions with chunks of money to make them more comparable to similar positions outside the district.

Steve said he thinks a 0% increase over multiple years in a row is a bad idea.

Chris Janson said she would really like to hear what Peter Warburton thinks about the recommended 1% increase in salaries for SAU staff.

Peter said he thinks it is better if he has a pool of money. Peter said he has begun evaluations with the staff, rather than a 1% increase for everyone, he could utilize the money where he sees fit.

A motion was made by Steve Coughlan to amend the Proposed FY13 Budget to include a 1% salary increase pool for SAU Employees. Fran Harrow seconded the motion. All board members voted in favor of the

motion and the motion passed unanimously. (12-0-0)

A motion was made by Steve Coughlan to include the timesheet module in the FY13 Proposed Budget. Chris Janson seconded the motion.

Discussion with regards to the motion followed.

Steve Coughlan said he thinks the module is necessary as it scares him to not be in compliance and the module will show them how we actually compensate employees.

Steve withdrew his motion.

B. Superintendent's Entry Plan/Quarterly Update –
Board members received a handout entitled
Superintendent of Schools 2011-2012 Entry Plan,
November 15, 2011, Update.

Peter passed around his entry plan to board members. Peter said the Sharepoint site is a protected side and he welcomes feedback by board members.

Peter provided his focus areas of review.

- (1) Assimilation – into communities, Amherst, Mont Vernon and Souhegan school buildings, talk to teachers, libraries, etcetera.
- (2) Achievement
- (3) Auditing of practices, policies, and initiatives
- (4) Enhancing collaborative work
- (5) Initiating “accountability conversations”

Peter said he has already started talking about teacher evaluations – 12 areas of competency.

Peter said he has started evaluations with the SAU

employees.

Peter wants to look at ways to promote the SAU39 through community connections.

Peter provided board members with some of his favorite quotes.

Peter told board members Special Education costs thanks to Renea and Amy are coming down and at the end of the year the board would receive a full report.

Peter said they are establishing a Communications Committee to look at how to get younger parents and older people more involved. Peter suggested a couple of examples - school visits, increased attendance at board meetings. Peter said he would provide board members with a list of Communications Committee members.

A. Approval of 2011-2012 SAU Goals – Peter told board members he sent out the 2011-2012 goals via separate cover.

VI. ACTION ITEMS

Mary Lou Mullens asked if board members had any questions or comments.

A motion was made by Steve Coughlan to accept the 2011-2012 goals as written. Nancy Head seconded the motion.

The board discussed the motion.

Tom Driscoll asked if any of the goals would have a timeframe for completion. Peter Warburton said he could provide this information.

Mary Lou asked if the board could receive quarterly

updates with regards to the 2011-2012 goals. Peter said he could provide quarterly updates.

All board members voted in favor of the motion and the motion passed unanimously. (12-0-0)

Peter Warburton said he would post the 2011-2012 goals on the SAU 39 website.

A. 175 day – hours based calendar- A lot of people have put a lot of work into this issue over the past two years.

VII. DISCUSSION

Betty Shankel told board members this topic has been a focus in negotiations with the Mont Vernon teachers and the Amherst Support Staff.

Steve Coughlan said the Souhegan PPC is generally in favor of the 175 day hours based calendar.

The AEA and PPC generally support the 175-day hours based calendar but the administration worries about the support people.

Peter said should they go to an hours based calendar, the principals are eager to have more time in the day.

Peter said elementary principals would use the extra twenty minutes on emphasizing reading and math instruction.

Peter said the Middle School talked about advisory as an idea or instructional time in the area of math.

Peter said at Souhegan, they have a task force looking at schedule models right now. By reworking the schedule, they could possibly come up with another block and they are excited about this possibility.

Peter said he would provide updates as needed.

A. SAU wide Math Initiatives – Nicole will provide an update at the next board meeting.

VIII. INFORMATIONAL

Peter Warburton said they were planning two professional development days in January but because of the snow days in October they are looking to now have school on January 10th, voting day. January 10th is also a late start day.

IX. REVIEW OF MEETING

Peter said they would look at having another Professional Development day later in the year.

Steve Coughlan said he thinks having school on an election day is not an ideal situation and requested they not hold school on January 10th.

Fran Harrow said she doesn't see this as being a big Primary election.

John Quinlan said he doesn't think having school on the 10th will be a problem, and he doesn't believe it will be an issue in Mont Vernon.

Jeanne Ludt said they no longer have Food Service in the Annex and asked how it would work if they have lunch in the main building at the same time as voting taking place. Jeanne said they will need to be mindful to scatter lunch differently.

Peter said he met with the principals today and a lot of thought has gone into this decision.

Peter said the principals will make sure everything is in place to have a successful day on January 10th.

Peter said he understands both sides and will have plans for the board at the December board meeting.

James Manning said he urges the administration to have school on January 10th.

Bruce Schmidt said he support having school on January 10th.

Mary Lou asked if there was any chance we could ask for a waiver for the snow days in October and Peter said yes, if they have to, they could ask for a waiver.

A motion was made by John Quinlan to adjourn the meeting. Jim Manning seconded the motion. The board voted unanimously to adjourn the meeting. (12-0-0) The meeting adjourned at 8:04 p.m.

X. ADJOURN