

MINUTES

PRESENT: Chairman Tina Peabody; Board Members Lynn Terres, Larry Kaplan, Linda Gaitskill, Jason Cartwright; Superintendent Paul MacMillan; Business Manager Sandra Stone.

Chairman Peabody called the Board meeting to order at 5:34 PM.

PUBLIC INPUT – None

MOTION BY LINDA GAITSKILL, SECONDED BY JASON CARTWRIGHT TO APPROVE THE MINUTES OF THE OCTOBER 7, 2009 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

SUPERINTENDENT'S REPORT

Superintendent MacMillan distributed an updated Overview of the 2010-2011 Proposed SAU Budget for Board information and review briefing the Board on the contents and fielding questions as necessary.

Superintendent MacMillan noted that the \$27,000.00 software oversight from this year's budget has been included in the budget as well as the projected E-rate on the revenue side. The SAU looked at cutting the software licenses purchased for the schools as a district to reduce the costs and ascertained that this would have little impact to the overall bottom line.

Superintendent MacMillan advised the Board that he would like to have an independent company do a technology audit for the purpose of streamlining and maintaining SAU office technology programs and services.

Superintendent MacMillan advised the Board that both he and Business Manager Sandra Stone are not seeking pay increases for the 2010-2011 school year. Superintendent MacMillan and the SAU staff met to discuss health care options. It was the consensus of the majority of SAU employees that they would like to continue their present health coverage with two members opting to select an HMO. Employees volunteered to pay a higher portion of the premium costs and the Superintendent is recommending that this be increased from 5% to 9%. Superintendent MacMillan is also recommending a 3% increase for SAU support staff which will help to offset the additional health insurance costs. Superintendent MacMillan is basing this recommendation on increased work loads due to grant funding and accountability along with the small staff's dedication.

Chairman Peabody commented that she does not feel that the Superintendent and Business Administrator should forgo a salary increase. A brief discussion ensued.

Superintendent MacMillan summarized additional cuts in the areas of grant writers position, legal expenses, postage expenses, supplies and professional development.

Superintendent MacMillan further advised that the SAU is looking at the possibility of reducing the cost of the office space which he will report on in more depth later this evening.

Superintendent MacMillan advised the Board that the proposed budget does not include any monies for development and maintaining the SAU web site. He has discussed this with

Business Manager Stone and would like to see the following implemented. He is recommending that \$2,000 be expended from the current year's operating budget to get the site up and running. The SAU would be using the services of Notch Net of Littleton to develop, host, and maintain the sight. Superintendent MacMillan would also like to see the bottom line of the proposed budget increased by \$2,000 to host, maintain, and further grow the SAU website. Superintendent MacMillan is particularly concerned with the rising developments in the H1N1 flu situation and the fact that the SAU has no communication vehicle to keep the public informed;

Superintendent MacMillan advised the Board that the SAU needs to look at Pre-School issues overall and the need for cohesive coordinating of these services. This was begun by Interim Superintendent Dr. Patterson last year and has been continued by Superintendent MacMillan. Currently we are not meeting our responsibilities as an SAU to hold area pre-schools accountable when it comes to special education funding support. He is suggesting that the Board consider adding a part-time position as Pre-School Coordinator to the budget and eliminating the services provided at the local level. A major portion of the recent administrative team meeting was devoted to this issue with a presentation by O.T. Michele Giarrocco followed by a discussion amongst the administrative team. Superintendent MacMillan advised the Board that he feels this would be the optimum solution to address the needs of all preschoolers.

Superintendent MacMillan noted that the school psychologist is reflected in the budget and was not previously. This is a pass through situation but does show as an increase.

Superintendent MacMillan advised the Board that there is a possible need for an additional Speech/Language Pathologist on a part time basis due to the influx of students coming out of the pre-schools and/or moving to the area. Chairman Peabody suggested that a line item be developed for this with a minimum amount of \$1.00 included.

Jason Cartwright asked for further information on the review of SAU office space. Superintendent MacMillan called the Board's attention to the information on this included on his Superintendent's Report. Superintendent MacMillan advised that he has met with Andy Smith of Peabody Smith Realty to get a feeling of what might be available, rental costs and possible options. Mr. Smith proposed a number of questions such as how much space do we really need, location, lease vs. owning, etc. Following our meeting Mr. Smith offered to attend the Full Board meeting in December to provide a short presentation to the Board on options that might be out there. The Board felt that this was a good suggestion. Superintendent MacMillan will contact Mr. Smith to finalize details for his presentation.

Chairman Peabody requested that the SAU look into what the costs would be to get out of the current lease agreement which is in effect until May 31, 2011 and have the information available for the Budget Hearing on November 18, 2009.

Chairman Peabody asked If Superintendent MacMillan feels that the \$2,000 requested for the web site is enough to get it up and running. Superintendent MacMillan stated that he feels it is and he will be meeting with Notch Net in the near future to get the ball rolling. Chairman Peabody requested increasing the amount to be added to the budget to \$5,000 which could include monies for the web site along with a 1% or 2% salary increase for the Superintendent and Business Administrator. MOTION BY LARRY KAPLAN, SECONDED BY LINDA GAITSKILL TO INCREASE THE TECHNOLOGY LINE BY \$5,000 TO INCLUDE COSTS FOR THE WEB SITE DEVELOPMENT, TECHNOLOGY AUDIT AND POSSIBLE SALARY INCREASES. Linda Gaitskill commented that she feels in today's economy, the \$2,000 for the web site only should be added. Following a brief discussion the motion and second were withdrawn and a new motion was made. MOTION BY LINDA GAITSKILL, SECONDED BY LARRY KAPLAN TO INCREASE THE TECHNOLOGY LINE OF THE BUDGET BY \$2,000 FOR WEB SITE DEVELOPMENT, HOSTING AND MAINTAINING. ALL IN FAVOR, MOTION CARRIED.

Chairman Peabody requested Board support for a 3% raise for support staff in the 2010-2011 proposed budget. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY LARRY KAPLAN TO APPROVE THE INCLUSION OF A 3% RAISE FOR SAU SUPPORT STAFF IN THE 2010-2011 PROPOSED BUDGET. ALL IN FAVOR, MOTION CARRIED.

Superintendent MacMillan distributed updated copies of the SAU 35 Technology Plan for Board information and review. It was noted that the updated information contains a basic technology inventory prepared by Superintendent MacMillan. Superintendent MacMillan will look into a bid process for a Technology Audit in the near future. It is anticipated that the cost for this will be in the vicinity of \$1,000.00. A brief discussion ensued.

Superintendent MacMillan reminded the Board that the SAU Budget Hearing will be held on Wednesday, November 18, 2009 at 6:00 PM at the SAU Office.

Superintendent MacMillan distributed copies of a letter received from State of NH Department of Health & Human Services with updated information on monitoring and school attendance pertaining to the H1N1 influenza outbreak for Board information and review. A brief discussion ensued.

FINANCIAL

Manifests were distributed for Board review and approval.

Business Manager Sandra Stone distributed Financial Reports for Board information and review noting that the current projected year end balance is \$77,248.00.

Mrs Stone advised the Board that she would like to change the carryover amount for the 2010-2011 budget from \$60,000.00 to \$65,000.00. Following a brief discussion, MOTION BY LINDA GAITSKILL, SECONDED BY LARRY KAPLAN TO AMEND THE STARTING BALANCE CARRIED OVER FOR THE 2010-2011 SCHOOL YEAR TO \$65,000.00. ALL IN FAVOR, MOTION CARRIED.

Linda Gaitskill requested an explanation / tutorial session as to what E-Rate is and what it involves for the schools to receive this revenue. Mrs. Stone briefed the Board on the E-Rate program and the data that must be provided so that the districts receive their fair share of these funds.

Mrs. Stone advised the Board that she has been working with Specialty Purchasing Consultants to upgrade the copier machines in all Districts except Landaff. Mrs. Stone has met with the Tech Coordinators from each building who are quite pleased with the bid process and the product they will be receiving. Currently SAU wide the costs of the lease-purchase agreements are \$62,920.21. The new bid figure is for \$44,813.09 which is a significant savings. This will be presented to individual Board members requesting their approval to enter into a five year lease purchase agreement for this purpose. A brief discussion ensued.

There being no further business to come before the Board, MOTION BY LARRY KAPLAN, SECONDED BY LINDA GAITSKILL TO ADJOURN AT 6:47 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown
Board Clerk