

## MINUTES

PRESENT: Chairman Tina Peabody; Board Members Linda Gaitskill; Steve Morrison, James Colongeli, Jason Cartwright; Superintendent Paul MacMillan; Business Manager Sandra Stone.

Chairman Peabody called the Board meeting to order at 5:35 PM.

PUBLIC INPUT – None

MOTION BY LINDA GAITSKILL, SECONDED BY JAMES COLONGELI TO APPROVE THE MINUTES OF THE SEPTEMBER 2, 2009 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

### SUPERINTENDENT'S REPORT

#### PRELIMINARY PROPOSED BUDGET DISCUSSION, 2010-2011

Superintendent MacMillan advised the Board that he is proposing that the SAU keep the operating budget for next year as flat as possible. He is proposing a 3.5% increase for SAU staff members for the beginning of the discussion. He will also be looking at the possibility of adding some additional monies in the event that it becomes necessary to hire a part-time Speech/Language Pathologist should the existing case load for the SLP reach a maximum capacity. Superintendent MacMillan reminded the Board that the school psychologist is now included in the pass through positions and was not previously. This shows salaries at a deficit but is actually a wash as the districts are billed for his time.

Superintendent MacMillan advised that there is a current deficit in this year's budget resulting from unknown expenses (licensure, etc.) which were not included in the budget in the amount of \$24,000.00. Business Manager Sandra Stone will explain this later this evening in her report. In view of this Superintendent MacMillan wants to develop a Technology Plan for the SAU with a duration of five years to begin with. This would require a complete inventory of all the equipment presently housed in the SAU office. A plan would then be developed for the upgrading and/or replacement of the equipment. This would allow us to build a figure into the budget that would remain constant with not peaks and valleys and minor fluctuation each year. Superintendent MacMillan will be meeting with Allen Pihl pertaining to this on Friday.

At this point Business Manager Sandra Stone was asked to explain the \$24,000 deficit. Mrs. Stone advised the Board that there were items/costs that should have been included in the budget which she was not aware of. These items include software licenses, Iprism antivirus along with purchases Mrs. Stone authorized for Atomic Learning and Nettekker w/ weekly reader. These last two items, if purchased by the SAU, resulted in significant savings for the Districts. This deficit amount will be cut in half upon receipt of anticipated E-Rate funds in the amount of \$12,000.00 +/- . A brief discussion ensued.

Chairman Peabody requested that Superintendent MacMillan consider bringing in an outside firm to conduct a needs assessment and review current equipment and licenses. It was also suggested that a quote be sought for the T1 line costs.

The possible need for an SAU budget committee was tabled at this time. The budget will be reviewed by all members and if need be a committee will be appointed to further tweak the proposed budget.

Superintendent Macmillan advised the Board that he had requested a spread sheet for distribution this evening reflect a salary increase for the SAU Staff in the amount of 3.5% for the 2010-2011 school year. Following a brief discussion the Board requested that they be provided with spread sheets showing a 3% and 2% increase for SAU employees. Other options for review that were discussed included the possible elimination of dental coverage and offering an HMO Health Insurance Option to employees. A brief discussion ensued.

The SAU Budget Hearing was set for November 18, 2009 at 5:30 PM at the SAU Office.

The Full Board Annual December meeting was set for December 2, 2009 at 6:00 PM at Profile School.

#### SUPERINTENDENT EVALUATION FORM UPDATE

Superintendent MacMillan advised the Board that this was distributed at the last meeting with a request for sharing with the local boards as well as input into any changes warranted. To date, he has not received any change requests.

#### CURRICULUM COUNCIL UPDATE

Superintendent MacMillan advised the Board that the Curriculum Council's membership will be comprised of the principals and a staff member from each school along with himself. The first meeting will be held on Friday, October 9, 2009 from noon to 2:00 PM at the SAU Office. Jamie Meyers of Governor Wentworth School District will be doing a presentation on Understanding by Design which is the program the council will be using for curriculum development. A brief discussion ensued.

#### SAU WEBSITE UPDATE

Superintendent MacMillan advised the Board that he has sought a quote from Notch Net, a local vendor, for the design and hosting of the SAU website. He has met twice with Notch Net's representative. Superintendent MacMillan distributed copies of the original quote and an updated quote resulting from the second meeting. Following a brief discussion, the Website development was placed on hold for the moment seeking further input.

#### RELOCATION OF SAU OFFICE

Superintendent MacMillan advised the Board that his office had conducted a survey of North County SAU's seeking input into their office costs (rental, utilities, etc.) This was done due to concerns raised that SAU 35 rental costs are extremely high. All but two North Country SAU's responded to the following requests:

1. Is your office space rented?
2. If rented, is the space owned by a school district or an outside entity?
3. What is your annual rent?
4. What does this include (heat, utilities, water, snow removal, etc.)?
5. What is the approximate square footage of your full office space?
6. How many employees occupy this space?

Superintendent Macmillan distributed copies of the survey for Board information and review noting that our costs are substantially higher than any others. Following a brief discussion, it was decided that Superintendent MacMillan will send a letter to all Board Chairman requesting that they discuss this with their individual Boards and give consideration in assisting the SAU to relocate when their lease expires on May 31, 2011.

## OTHER BUSINESS

Superintendent MacMillan distributed the October 1, 2009 enrollment figures for Board information and review.

Superintendent MacMillan distributed additional information on the NHSBA Resolutions for the current year as adopted on January 27, 2009 for Board information and review.

## 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 \$78,934.00.

Mrs Stone is seeking Board input for budgeting purposes as to what they would like to carry over as a beginning balance for the 2010-2011 school year. Following a brief discussion, MOTION BY STEVE MORRISON, SECONDED BY JASON CARTWRIGHT TO START THE 2010-2011 SCHOOL YEAR WITH A BALANCE OF \$60,000.00. ALL IN FAVOR, MOTION CARRIED.

Business Manager Sandra Stone advised the Board that her original presentation to the Executive Board for moving to the position of Business manager indicated that she planned on retiring on June 30, 2010 which would be the end of the current school year. This no longer being her plan, she requested the Board to consider her remaining in this position. The consensus of the Board was that Mrs. Stone remain in the Business Manager's position.

There being no further business to come before the Board, MOTION BY STEVE MORRISON, SECONDED BY JIM COLONGELI TO ADJOURN AT 7:12 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown  
Board Clerk