

WHITE MOUNTAINS SAU #35  
FULL BOARD MEETING  
PROFILE SCHOOL CAFETERIA  
691 PROFILE ROAD  
BETHLEHEM, NEW HAMPSHIRE 03574

DATE: DEC. 2, 2009  
TIME: 6:00 PM

## MEETING MINUTES

The meeting was called to order at 6:05 PM by Stephen Morrison, Vice Chairman of the Executive Board. The roll was taken and the following members were in attendance.

PRESENT: Bethlehem Board Larry Kaplan, Julie Yates, Dawn Ferringo, Vincent Spiotti  
Lafayette Board Linda Gaitskill, Toni Butterfield, Mary Jo Greene  
Landaff Board Mary Beaudin  
Lisbon Board Stephen Morrison, John Fitzgerald, Barry Liveston, Jim Trudell  
Profile Board Lynn Terres, Julie Seely, Kim Shillieto

Superintendent Paul MacMillan; Business Manager Sandra Stone; Legal Counsel Jay Boynton; Community Member Thomas Brigman; Peabody Smith Realty Representatives Andy Smith, Steve Horan..

### SAU 35 OFFICE SPACE DISCUSSION

Superintendent Paul MacMillan introduced Andy Smith and Steve Horan from Peabody Smith Realty who are here tonight at his invitation to provide a brief overview of what the current SAU lease contains and a glimpse into properties available for lease or sale.

Andy Smith distributed copies of the slides he will be using in his power point presentation this evening along with a listing of available properties for lease and/or sale. Mr. Smith advised the Board that he met previously with Superintendent MacMillan to discuss the current premises occupied by SAU 35 and research into other options for the relocation of the office. The current lease will expire on May 31, 2011. This lease is for approximately 4,600 square feet and includes heat, water, sewer, electric, air conditioning. Common areas and outside of the building are maintained by the landlord. The starting rent for this space was \$10.00 per square foot and the ending rent will be \$11.25 per square foot. There is an option to renew for two additional five year terms. Mr. Smith also reviewed the current space map and floor plan noting that there is also a possibility of downsizing a portion of the current space to save on costs.

Mr. Smith reviewed a number of properties currently on the market for sale or lease focusing on the square footage, amenities included and costs. Mr. Smith concluded his presentation by offering a partial listing of discussion points that will help the committee decide how to proceed:

- Does the town matter?
- Is a central location important?
- What is the right size space for now and in the future?
- Any special requirements?
- Is owning preferable to leasing?
- Is trying to buy out the current lease worth pursuing?
- Others?

The question of the possibility of a sub lease was raised. The current lease does not allow for this option but it is anticipated that the landlord may be open to such a proposal.

Following a brief discussion, Superintendent MacMillan thanked Mr. Smith and Mr. Horan for their informative presentation. They left the meeting at 6:30 PM.

MOTION BY MARY BEAUDIN, SECONDED BY LINDA GAITSKILL TO APPROVE THE MINUTES OF THE MAY 6, 2009 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

#### SAU #35 PROPOSED BUDGET – 2010-2011

Superintendent MacMillan called the Board's attention to his Budget Overview which was included in their agenda packets. Copies of the updated budget were distributed for Board information and review.

Superintendent MacMillan thanked the members who were in attendance at the SAU Budget Hearing on November 18<sup>th</sup>. The Budget had been fully discussed at that time. Superintendent Macmillan provided a synopsis of his budget overview briefing the Board on the contents and fielding questions as necessary. Superintendent MacMillan advised the Board that changes requested at the hearing have been included in the updated budget which now totals \$1,287,624.00. Following a brief discussion, MOTION BY VINCENT SPIOTTI, SECONDED BY TONI BUTTERFIELD TO APPROVE THE PROPOSED SAU 35 BUDGET FOR THE 2010-2011 SCHOOL YEAR AS PRESENTED. John Fitzgerald requested an explanation on the proposed salary increase for contracted services which include the IT Coordinator and Special Education Resource Consultant. Following a brief discussion the above motion was put to a vote. THIRTEEN YES, ONE NO VOTE FROM JOHN FITZGERALD, MOTION CARRIED.

#### NOMINATION COMMITTEE FOR EXECUTIVE BOARD CHAIRPERSON / VICE CHAIRPERSON

Vice Chairman Morrison sought volunteers to serve in this capacity. As there were no volunteers, this process was deferred to the Executive Board for discussion at their January meeting.

#### APPROVAL FOR THE EXECUTIVE BOARD TO ACT ON BEHALF OF SAU #35 SCHOOL BOARD MEMBERS UNTIL THE NEXT SEMI-ANNUAL FULL BOARD MEETING

MOTION BY LINDA GAITSKILL, SECONDED BY LARRY KAPLAN TO AUTHORIZE AND EMPOWER THE EXECUTIVE BOARD OF THE SAU TO ACT ON BEHLAF OF THE FULL BOARD FOR THE INTERIM PERIOD UNTIL THE NEXT SEMI-ANNUAL SAU #35 FULL BOARD MEETING. ALL IN FAVOR, MOTION CARRIED.

#### SUPERINTENDENT'S REPORT

Superintendent MacMillan distributed copies of his first quarterly report for Board information and review. Superintendent MacMillan thanked the Board for their patience and understanding during the first five months of his tenure.

Superintendent MacMillan advised the Board that he has been focused on the following issues as he moves forward through the school year.

Building Safety Committees have begun throughout the SAU to insure that we are in compliance with the Department of Labor. The SAU wide Joint Loss Committee has also been formed and held their first quarterly meeting.

School Safety Plans are being shared with local police departments at their request to insure the safety of students and staff members in the event of an emergency.

Inspector Marjorie Yin of the Department of Environmental Services advised that all of our districts are out of compliance in Asbestos Training and Awareness. Mrs. Yin will be providing a workshop at the end of December on this issue at the SAU Office which will result in all participants receiving training certificates. Members of the Custodial Staff, Business Manager Stone and Superintendent MacMillan will be attending this workshop at the SAU office during Christmas break.

The Administrative Team meets on a monthly basis. Among the focus for the group for the current school year are bullying/harassment issues, truancy issues, sharing of resources, preschool concerns and accountability. Meetings are held after school in order not to have the principals out of the building during the school day any more than necessary.

The Curriculum Council has been reestablished and will focus on the Understanding by Design curriculum development method. We are currently purchasing books for this purpose and will be hosting book talks as a roll out of the project. This will help the staff understand the big picture of this concept and its utilization with their students, within their classroom, within their school, and how it will be a valuable tool in improving student achievement. It is important for teachers to take a leadership role in all subject areas to make sure every student gets the essential information to be successful before moving on to the next level.

School calendars and the need for continuity in order to share resources and offer district wide staff development opportunities were discussed. The possible sharing of classes between the two high schools was also discussed.

Development of the SAU budget for the upcoming year was a difficult challenge for someone new to the job. Superintendent MacMillan is recommending looking at the formation of a Finance Committee to work with the business manager and himself in future budget development. He would like to see a member from each Board serve in this capacity. Superintendent MacMillan will bring this forward for further discussion at the Executive Board level in preparation for budget development for the 2011-2012 school year.

Pat Eddy, our Special Education Consultant, is doing an outstanding job of getting all of the schools back into compliance with the NH DOE. For example, she has been attending several complicated meetings in an effort to prevent issues going to due process hearings. She is also attending to preschool issues for two of our districts as well as assisting Lisbon in their focus monitoring process which is mandated by the State.

Superintendent MacMillan advised the Board that he is giving more thought to his proposal of an SAU Wide Pre-School Coordinator. Currently plans are in place to begin to educate the local preschools and our own staffs in the need for early detection of any student issues. A series of workshops for this purpose will be held in the spring.

The SAU Technology Plan has been completed and will serve as the catalyst for future planning.

Superintendent MacMillan advised the Board that he has been very impressed with what he is seeing in our schools. The building administrators and staff member are to be commended for their focus on students and learning.

Superintendent MacMillan advised the Board of his involvement at the local and state levels of education noting that he attends the NCSAA monthly meetings, the Commissioner of

Education's monthly meetings and has been involved in the North Country Workplace Education Program.

Superintendent MacMillan thanked the SAU Staff for all they have done to assist him in his new position. He also expressed his thanks to the various boards for their role in making our schools a great place to work and learn.

#### PROPOSED SCHOOL CALENDAR FOR 2010-2011 SCHOOL YEAR

Superintendent MacMillan called the Board's attention to the draft of the school calendar for the 2010-2011 school year which was included in their agenda packets. This draft has school opening prior to Labor Day. Following a brief discussion, it was the consensus of the Board members to present this draft to the individual Boards at their December meetings seeking their input. This will then be readdressed at the January Executive Board meeting.

#### OTHER BUSINESS

Community member Tom Brigman advised the Board that he, along with Nick De Mayo who was unable to be here this evening, are members of the Franconia Notch Taxpayers Association. It is the goal of the association to understand how taxes are utilized and how tax dollars are spent. They will be requesting information from the SAU in an effort to understand both the SAU functions as well as the districts. They do not mean to come across as critical but rather to develop a constructive learning process to address their concerns. They also request that all parties take into consideration what tax payers can afford when developing their budgets. Business Manager Sandra Stone advised Mr. Brigham that she would be happy to answer any questions they might have. A brief discussion ensued.

There being no further business to come before the Board, MOTION BY JOHN FITZGERALD, SECONDED BY LINDA GAITSKILL TO ADJOURN AT 7:10 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown  
Board Clerk