

## School Administrative Unit #7 Fall Meeting Minutes

<b>Date</b>	November 10, 2015		
<b>Time</b>	6:00 p.m.		
<b>Location</b>	Clarksville Town Hall		
<b>Attendance</b>			
<b>School Board Members</b>			
<b>Clarksville</b>	<b>Colebrook</b>	<b>Columbia</b>	<b>Pittsburg</b>
Michel Dionne	Rick Brock	Chris Brady	Lindsey Gray
Betsy Gray	Eldonna Brooks	Stacey Campbell	Bob Ormsbee
Judith Roche	John Falconer	Crystal Lesperance	Toby Owen
	Brian LaPerle		Reginald Parker
	Robert Unangst, Jr. – (6:40 pm)		
<b>Stewartstown SAU #7 Public</b>			
Kathleen Covell	Robert Mills - Superintendent		Patricia Grover
Philip Pariseau	Cheryl Covill – Business Administrator		Jason Schneiderman
Kara Sweatt	Theresa Lord – Coordinator of Special Services		
<b>Minutes</b>			
<b>Item</b>	<b>Subject</b>		<b>Action</b>
1.	The meeting was called to order at 6:00 p.m.		
2.	<b>Reading of the Minutes</b> J. Roche / P. Pariseau: To accept the minutes of April 14, 2015 and May 13, 2015 as presented		Vote: Unanimous Yes: 11 / No: 0
3.	<b>Coordinator of Special Services:</b> Theresa Lord <ul style="list-style-type: none"> <li>• Written report attached</li> <li>• This fall we have seen a lot of movement of students within our districts as well as movement into and out of our districts.</li> <li>• Thanked Heidi Daley. The meeting schedule frequently requires that they divide to cover meetings in more than one school</li> <li>• Project Aware is under way with the hiring of Jen Noyes as the Project Manager and contracting for the School Resource Officers and a Case Manager.</li> <li>• Involvement with DCYF (Division of Children, Youth and Families) and JPPO (Juvenile Probation and Parole [officer] continues. <ul style="list-style-type: none"> <li>○ Court hearings are almost never in Colebrook any longer. They have been in Lancaster or Berlin only since last winter.</li> </ul> </li> <li>• This year I have had the opportunity to “try on” my next career as a teacher of the visually impaired, and I am truly enjoying the work. I hope to be doing it full time next year.</li> </ul>		
4.	<b>Business Administrator’s Report:</b> Cheryl Covill <ul style="list-style-type: none"> <li>• Written report attached</li> <li>• Technology: Discussion <ul style="list-style-type: none"> <li>○ How the use of technology has expanded in all our schools</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Need to hire an Information Technology Specialist with a networking background, in the future.</li> </ul>	
	<p><b>Business Administrator's Report continued...</b></p> <ul style="list-style-type: none"> <li>○ Developing a job description with an expectation of duties</li> <li>○ Consensus of the Board: Move forward with looking at the position</li> <li>● Insurance Coverage: Costly item to the school districts <ul style="list-style-type: none"> <li>○ Need to look at terrorism, earthquake and flood insurance to consider what is really needed</li> <li>○ Need to look at areas which may require additional coverage and protection such as data breach, computer crime, theft/fraud.</li> </ul> </li> <li>● Human Resources (HR) Department <ul style="list-style-type: none"> <li>○ Integrated with Payroll</li> <li>○ Staff handbooks, which include policies, have been compiled</li> </ul> </li> <li>● USDA Regulations on School Food Service Programs are requiring all staff be trained on an annual basis.</li> <li>● Requested a vote to move forward with an application for an SAU procurement card.</li> </ul>	
5.	<p><b>Superintendent of Schools Report:</b> Robert Mills</p> <ul style="list-style-type: none"> <li>● Written report attached</li> <li>● Discussed progress on Project Aware <ul style="list-style-type: none"> <li>○ Jennifer Noyes as Project Manager</li> <li>○ Richard LaPointe and Scott Stepanran as School Resource Officers</li> <li>○ Amy Caron as Case Manager</li> </ul> </li> <li>● North Country Educational Services (NCES) finished last year in the black for a second year in a row. <ul style="list-style-type: none"> <li>○ NCES coordinated a program on 10/9/15 for four SAUs and approximately 330 staff on Professional Learning Communities</li> </ul> </li> <li>● Student enrollment for SAU #7 was down by 28 on opening day last year and was down another 27 this year. We need to look at sharing some positions where possible in order to help all the districts. The retirements that are coming up will give us opportunities to make changes without having to cut current staff.</li> <li>● Congress has bills in both the House and Senate to reauthorize the Elementary and Secondary Education Act (No Child Left Behind). Neither bill has the highly qualified teacher requirement.</li> <li>● We need to look at reducing the amount of time spent on standardized testing.</li> <li>● Discussed teleconferencing amount schools to share instruction. Now that the high schools are all on a block schedule, it would be easier to share teachers by having a teacher in one school in the Fall semester and in a different school for the Spring semester.</li> <li>● Nominated Cynthia Kaiser as the Administrative Assistant of SAU #7 <u>T. Owen / C. Brady</u>: To approve Cynthia Kaiser as the SAU #7 Administrative Assistant</li> </ul> <p>Presentation to Patricia Grover:</p> <ul style="list-style-type: none"> <li>● On behalf of the School Boards of SAU #7, John Falconer presented</li> </ul>	<p>Vote: Unanimous Yes: 11 / No: 0</p>

	<p>Patricia Grover with a gift from the Boards in recognition of her 32 years of service to SAU #7.</p> <ul style="list-style-type: none"> <li>• Patricia Grover left the meeting at 6:38 p.m.</li> </ul>	
6.	<p><b>Hearing of the Public:</b></p> <ul style="list-style-type: none"> <li>• Jason Schneiderman from Infantine/Cross Insurance, Inc. presented information on our insurance policies. <ul style="list-style-type: none"> <li>○ Jason started with a review of our current policies</li> <li>○ Discussed optimal coverages for earthquake, flood and terrorism insurance</li> <li>○ Discussed cyber/data breach coverage</li> <li>○ Jason distributed information including a Guide for Developing High Quality School Emergency Operations Plans.</li> </ul> </li> </ul>	
7.	<p>Meeting Recessed: 7:15 p.m. for refreshments Meeting Reconvened: 7:28 p.m.</p>	
8.	<p><b>Old Business:</b></p> <ul style="list-style-type: none"> <li>• Brian LaPerle asked to discuss the insurance coverage <ul style="list-style-type: none"> <li>○ Cheryl Covill discussed the data breach insurance</li> <li>○ The insurance will be brought to each Board to consider</li> </ul> </li> <li>• Brian LaPerle asked where people stand in regionalization. <ul style="list-style-type: none"> <li>○ Discussion on options for working together</li> </ul> </li> </ul>	
9.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Review of Policy Guidelines and Fringe Benefits Policy (Insurance Cap Change) <ul style="list-style-type: none"> <li>○ A change in the cap the SAU will pay for health insurance; from 87% to 86.5% for 2016-2017. <u>C. Brady / B. LaPerle:</u> To approve the policy with insurance cap change</li> </ul> </li> <li>• Discussed insurance plans – Add a site-of-service plan <ul style="list-style-type: none"> <li>○ Discussion on whether to pay 87% of whatever plan is chosen or 87% of an HMO plan</li> </ul> </li> <li>• Confirm the SAU #7 Budget Hearing date. <u>C. Brady / B. LaPerle:</u> To confirm the Budget Hearing date as Tuesday, December 8, 2015 at 6:00 p.m. in Colebrook.</li> <li>• Confirm the date and location for the SAU #7 Spring meeting. <u>S. Campbell / R. Parker:</u> To confirm the date for the SAU #7 Spring meeting as Tuesday, April 12, 2016 at 6:00 p.m. at the Columbia Town Hall.</li> <li>• Local Master Plan for Professional Development, SAU #7, July 1, 2015 – July 30, 2021. <u>R. Brock / S. Campbell:</u> To approve the Master Plan as revised.</li> <li>• Determination of SAU #7 budget for 2016-2017 <ul style="list-style-type: none"> <li>○ Health insurance <ul style="list-style-type: none"> <li>▪ 4.4% maximum increase for HMO plan</li> <li>▪ 7.0% maximum increase for site-of-service plan</li> </ul> </li> <li>○ Cheryl Covill reviewed the variances of line items</li> <li>○ John Falconer suggested taking \$80,000 instead of \$50,000 from</li> </ul> </li> </ul>	<p>Vote: Unanimous Yes: 11 / No: 0</p> <p>Vote: Unanimous Yes: 11 / No: 0</p> <p>Vote: Unanimous Yes: 11 / No: 0</p> <p>Vote: Unanimous Yes: 11 / No: 0</p>

	<p>the unexpended fund balance to be applied to revenue for the 2016-2017 budget</p> <p><u>T. Owen / R. Parker:</u> To take \$80,000 from the unreserved fund balance and to include the cost of a generator as a one-time rental surcharge, increasing the line item for rental charge from \$18,000 to \$30,000.</p> <p><b>New Business continued...</b></p> <ul style="list-style-type: none"> <li>• Obtaining a procurement card for SAU #7 <u>R. Brock / M. Dionne:</u> To approve obtaining a procurement card for SAU #7</li> <li>• The Superintendent presented proposed raises for Bridget Cross (additional \$0.75/hour to \$17.50/hour) and Christine Phillips (0.66/hour to \$14.75/hour) effective with the next pay period. <u>R. Brock / R. Unangst:</u> To approve proposed raises for Bridget Cross and Christine Phillips</li> </ul>	<p>Vote: Unanimous Yes: 11 / No: 0</p> <p>Vote: Unanimous Yes: 11 / No: 0</p> <p>Vote: Unanimous Yes: 11 / No: 0</p>
10.	<u>R. Brock / R. Unangst:</u> To adjourn at 8:53 p.m.	Vote: Unanimous Yes: 11 / No: 0
<p style="text-align: center;">Respectfully Submitted</p> <p style="text-align: center;">Robert C. Mills, Superintendent of Schools</p>		