

MEETING MINUTES

PRESENT: Chairman Luther Kinney, Board Members Denys Draper, Robert Adams, Robert Weir, Kim Shillieto and Cecily Yarosh (for Dale Locke); Superintendent Pierre Couture and Business Manager Kristin Franklin.

The meeting was called to order at 5:35 PM by Chairman Luther Kinney.

PUBLIC INPUT

There was no public input.

APPROVAL OF MINUTES

Chairman Luther Kinney called for a motion for approval of the minutes.

MOTION BY DENYS DRAPER, SECONDED BY ROBERT WEIR TO APPROVE THE MINUTES OF THE OCTOBER 22, 2018 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

SUPERINTENDENT'S REPORT

a. Update on Office Space

Superintendent Couture updated the board on the search for new office space. Recently met with Bob Chapman and his project manager to view possible ground floor office space at the old Hitchner's building. White Mountain College is also exploring the option of space at the building for their campus. The space would be need to be designed and are currently waiting to hear back from the project manager regarding fit up cost and lease possibilities. Peabody & Smith also showed possible office space at the Children's Dentistry of the North Country Building (Dr. Howard's old medical office).

b. Update on Student Service Coordinator Position

Administrative team has met and is in the process of creating a draft job description for the position. They have received input from the School Counselors and Special Education Coordinators regarding this position. The position is currently posted on School Spring and being advertised in the papers. The deadline for applications is the end of February and interviews will take place in April.

Superintendent Couture asked if an E-Board member would like to participate on the interview committee. Denys Draper volunteered.

c. General Information

Superintendent Couture informed the board that fiber optic cable to the Blue School has started to be installed. 90% of this was paid for with grants.

APPROVAL OF BILLS/FINANCIAL REPORT

Manifests were distributed for signatures.

a. Financial Report

Business Manager Franklin distributed copies of the financial report. She explained that the \$1,300 for ABE (Adult Basic Education) indicated on the report is not federal funds, but it is money that can only be spent on Adult Basic Education expenses. Currently the budget is showing a healthy surplus for the end of the year. Some of the money has been spent on new computer equipment, shredder and vacuum. She is looking to spend additional money from surplus on a new time clock system that will integrate with our account software and reduce the need for paper timesheets and payroll processing time. She is hoping that Profile will be the first to try the system with the other Districts following.

b. Authorization to Release Checks

Business Manager Franklin requested a motion to authorize herself and Superintendent Couture to release checks so that vendors can be paid on a timely basis. This has been done already at the district level.

MOTION BY ROBERT WEIR, SECONDED BY KIM SHILLIETO TO AUTHORIZE BUSINESS MANAGER KRISTIN FRANKLIN AND SUPERINTENDENT PIERRE COUTURE TO RELEASE CHECKS. ALL IN FAVOR, MOTION PASSED.

c. General Information

Business Manager Franklin informed the board that the government shutdown might delay some funds coming in, she will continue to monitor the situation. Currently, the USDA Food service is funded through March and she has received notice that the other federal grants are alright for now.

W2 and 1099 Tax forms are being prepared to be released.

NON PUBLIC SESSION

None

OTHER BUSINESS

None

ADJOURNMENT

The next E-Board meeting will be in April unless the need arises to have one in February or March.

There being no further business to come before the Board, MOTION BY DENYS DRAPER, SECONDED BY KIM SHILLIETO TO ADJOURN AT 5:49 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Gabrielle Granger-Clark
Board Clerk