

DRAFT MEETING MINUTES

Present: Chairman Luther Kinney, Vice Chairman Robert Weir, Kimberly Koprowski, Denys Draper and Cecily Yarosh

CALL TO ORDER

Chairman Kinney called the meeting to order at 5:35 pm.

I. APPROVAL OF THE AUGUST 1, 2019 MINUTES

MOTION BY ROBERT WEIR, SECONDED BY DENYS DRAPER TO APPROVE THE MINUTES FROM THE AUGUST 1, 2019 MEETING AS WRITTEN. ALL IN FAVOR, MOTION PASSED.

II. FINANCIAL REPORT

Business Manager Franklin distributed manifest for review and signature.

A. CDVS Phone Agreement

This is the company that provides support for our phone system. It is time to renew the contract and there is the option for one year at \$750.00, three years which would save \$225.00 or five years which would save \$562.50. Business Manager Franklin recommends going with the one-year term because we did not budget for the longer than one year.

Business Manager Franklin called for a motion to approve the one-year contract with CDVS for \$750.00 and authorize Chairman Kinney to sign.

MOTION BY DENYS DRAPER, SECONDED BY KIMBERLY KOPROWSKI TO APPROVE THE CONTRACT WITH CDVS FOR ONE YEAR AND AUTHORIZE CHAIRMAN LUTHER KINNEY TO SIGN THE CONTRACT. ALL IN FAVOR, MOTION PASSED.

B. Budget Process

Business Manager Franklin stated the SAU is starting the process for the SAU budget for the 2020-2021 school year. She will need a recommendation for a starting point for a salary increase for the staff. The first draft of the budget will be done for the October meeting. The E-Board will vote on the budget at the November meeting. The budget hearing will be held in November. Typically following the E-Board meeting unless more time is needed to complete the budget. The full board approves the budget at the December meeting. District budgeting will start in November with a draft for the December board meetings.

There was a brief discussion regarding the increase for the SAU staff. The suggestion was made to start with a 3% increase.

C. General Information

Business Manager Franklin distributed the surplus/deficit statement for review and discussion. This shows the estimated year-end balance through June 30, 2019.

III. SUPERINTENDENT REPORT

A. SAU Goals

Superintendent Couture distributed copies of the SAU goals for the 2019-2020 school year for review. The administrative team met in August to create the goals for this year. Every employee had the opportunity to complete a SWAT (Strengths/Weaknesses/Opportunities/Threats) analysis at the end of last year. These are taken into consideration when developing the goals for the year.

Goal 1 is to: Develop and promote social emotional learning (SEL) practices that create and maintain safe and supportive learning environments by connecting schools, families and community resources. The SAU is continuing its partnership with Ammonoosuc Services to provide counseling services at the schools. Teachers are being trained for SEL and the Chose Love initiative is being implemented in all schools. The SAU continues to work to make sure the schools are safe. We now have a fulltime Director of Student Services to help connect families with available services in the Community.

Goal 2 is to: Improve communication and increase engagements of all stakeholders (students, families, staff, community members).

Superintendent Couture indicated that he hears frequently that improving communications with Students, families, staff and community members is needed.

There was a brief discussion of the goals. Superintendent Couture asked that the board approve the SAU goals.

MOTION BY DENYS DRAPER, SECONDED BY CECILY YAROSH TO APPROVE THE SAU GOALS FOR THE 2019-2020 SCHOOL YEAR. ALL IN FAVOR, MOTION PASSED.

B. General Information

Superintendent Couture distributed the opening day enrollment report. Believes the numbers are low for Lisbon by about 25 students. The October enrollment report will be the official report used for reports.

The SAU had a smooth opening day for all schools.

The SAU Office has completed its move to level 3 of the building.

IV. NON-PUBLIC SESSION AS PER RSA 91A:3,I, II (if needed)

None

V. OTHER BUSINESS

A. Superintendent's Evaluation

Chairman Kinney discussed the current form used for the evaluations and the discussion that had occurred last year regarding possibly changing the format. Responses have been fairly low for the past couple years. One idea was that one or two representatives from the E-Board would go attend each of the school board meetings and go into non-public format to gain feedback on the Superintendents' performance. Another is to do an online survey using survey monkey or a google form. There was a discussion on the past evaluation process and possible options for change of the process. The consensus was to use an online survey and try to have laptops available at the schools for use.

Board member Koprowski asked about staff development requirements for the Superintendent position. Superintendent Couture explained that his certification renewal is on the same three-year cycle as teacher certification. He attends several conferences/workshops throughout the year and is a member of several organizations. He currently holds certification for technology education, principal and superintendent. Each content area requires 30 hours of staff development in addition to 45 hours of staff development for general certification. There was a brief discussion.

VI. ADJOURNMENT

MOTION BY DENYS DRAPER, SECONDED BY ROBERT WEIR TO ADJOURN THE MEETING AT 6:22PM. ALL IN FAVOR, MOTION PASSED.

Respectfully submitted,

Gabrielle Granger-Clark
Board Clerk