

SAU 56 BOARD MEETING

September 22nd, 2008

SAU 56 Conference Room

7:00PM

ADMINISTRATORS PRESENT: Supt. Soule, Marie D'Agostino

VISITORS:

PRESS

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1. **CALL TO ORDER:** Chairman Richardson called the meeting to order at 7:00PM. Upon call of the roll the following members were present: Knowles, Lamoreaux, Richardson, Riotto, Rivers, Perkins, Fjeld and Bolduc. Absent: Owens, Cowan, Macleod, and Houde.

2. **Comments By Visitors:** None

3. **Consent Calendar:**

3.1 **Removal of Items from the consent calendar:** None

3.2 **Approval of Consent Calendar:** A motion made by Riotto seconded by Perkins to approve the consent calendar as presented. **VOTE:** motion passed, unanimously.

4. **Approval of Minutes of: June 2 2008:** Consent

5. **Curriculum:** None

6. **General Correspondence:**

6.1 **SAU 56 Newsletter:** Consent

7. **General Functions:**

7.1 **SAU Board Meeting Schedule 08-09:** Consent

8. **Business and Financial:**

8.1 **Financial Report:** D'Agostino stated that using the audited 2007 fund balance of \$60,227 and adding the excess revenues and expenditures from 2008 of \$29,587 brings the unaudited fund balance to \$90,084. She stated that she would like to discuss the financial software with the board. She stated that it is an antiquated system. She stated that only three people in New Hampshire were utilizing this system at the time that we purchased it, and now we are the only ones still using it. She stated that we are doing a lot of manual manipulation. She stated we were looking to get a package along with the City, but we have found out that this is not possible. She stated that she is looking for guidance from the board before we go out and get quotes. Knowles asked the ballpark of how much it would cost. D'Agostino stated that it would be around \$60,000 ballpark. She stated that this would get us a system that would have standard reports that are written for the state of New Hampshire. She asked the board for their feelings. Bolduc stated that this is not a good time to stop anything. He stated that if things are taking a lot of time and manual work it leaves room for error. He stated that it's important to keep up with information.

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Knowles stated that she agreed and we can't wait for the budget process, she stated that we should proceed and try to find the best system. Perkins stated that we should start working on it. He stated that we should try to get something that the majority of districts are using. Riotta stated that it doesn't make sense to use man hours doing things we don't need to do. Richardson asked if at the last audit they gave us any recommendations. D'Agostino stated that she asked them if they knew of anyone.

8.2 Manifest Process and Procedure: D'Agostino stated that this is similar to what we have done for both Somersworth and Rollinsford. She stated that we are open to any suggestions to accommodate everyone. Richardson asked if digital signatures are acceptable. D'Agostino stated that she could ask. Knowles stated that if they are signed by Somersworth board members they could be reviewed at a later date by Rollinsford. Katie Krauss suggested that after Somersworth comes to sign them on Tuesday that we then drop the manifests off to Rollinsford Grade School along with the Rollinsford manifests to be signed.

8.3 Budget Development Schedule: Supt. Soule went over the schedule with the board and they came up with the following schedule:

November 17th - Budget Due

November 24th - Budget Workshop and Regular Meeting

December 1st - Budget Workshop if needed

December 8th - Public Hearing

December 15th - Snow Date for Public Hearing

9. Employees

9.1 Administrative Assistant: Supt. Soule stated that we have not hired anyone yet. We have interviewed someone from another SAU office and we are waiting to hear from them. She stated that she was the only one who had SAU experience. She stated that everyone is stepping up to the plate and we are doing the best that we can. Richardson asked if we were still within budget. Supt. Soule stated yes. D'Agostino stated that there is a new law that a person can keep their child on their insurance regardless if they are in school until the age of 26. This is something that we need to look at when budgeting.

9.2 Data Entry Person: Supt. Soule stated that we have hired a data entry person for 20 hours per week. This won't be a year long position it will a few weeks at the beginning of the year, a few weeks during the year and a few weeks at the end of the year. She stated that every year more is expected of us for data entry for the state reports and we need someone to

enter without any interruptions. She stated that there are deadlines that need to be met and our state aid is based on this information. Knowles asked if we had money in the budget. D'Agostino stated that we have savings in other areas that will cover it. Knowles asked if we will be adding a line to the budget. Supt. Soule stated that we will have a better idea in November what we will need to put in. She stated that most districts are hiring a tech person to do this data entry. Knowles asked with regards to benefits if people who take these additional benefits if they are required to notify us ahead of time. D'Agostino stated no, but when we budget we should be budgeting at least a 2 person for people. Supt. Soule stated that Jim Cowan would like to get the committee together to discuss benefits. Lamoreaux asked if there was a way to budget everyone as a family and use that like an escrow account. D'Agostino stated that we have to estimate the percentage increase for health insurance every year and it most times comes in lower than that so that is where you have your savings.

10. Building and Grounds: None

11. Pupil Related Matter: None

12. Board Reports: None

13. Old Business: None

14. New Business: None

15. Future Meeting Dates/Suggested Agenda Items:

- SAU 56 School Board Meeting November 24th 2008

16. Closing Comments

16.1 Visitors: None

16.2 Board Members: None

17. Non-Public Session: In accordance with Chapter 91-A: 3 II (a)

Personnel. A motion made by Perkins seconded by Riotto to enter into non public session. VOTE: Upon Roll call vote motion passed, unanimously.

A motion made by Fjeld seconded by Riotto to accept the nomination of Cathy Brophy. VOTE: motion passed unanimously.

A motion made by Riotto seconded by Fjeld to accept the resignation of Luanne Hume. VOTE: motion passed, unanimously.

18. ADJOURNMENT: A motion by Fjeld seconded by Perkins to adjourn. VOTE: motion passed, unanimously. Meeting adjourned at 8:09PM.

Katie Krauss
Recording Secretary

Pending Board Approval