

SAU #35 EXECUTIVE BOARD  
AHEAD CONFERENCE ROOM  
260 COTTAGE STREET, 2<sup>ND</sup> FLR.  
LITTLETON, NH 03561

DATE: OCTOBER 6, 2015  
TIME: 5:30 PM

## MINUTES

PRESENT: Board Chairman Luther Kinney; Board Members Robert Adams, Christine Ash, Denys Draper; Superintendent Pierre Couture; Business Manager Tina Peabody.

Chairman Kinney called the meeting to order at 5:30 PM.

PUBLIC INPUT – None

MOTION BY CHRISTINE ASH, SECONDED BY DENYS DRAPER TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2015 MEETING AS WRITTEN. ALL IN FAVOR, MOTION CARRIED.

### COPIER PRESENTATION – BEN JELLISON

Superintendent Couture introduced Ben Jellison who is the Dean of Students in Lisbon and the IT Coordinator for the SAU. Mr. Jellison is here this evening to provide some clarity on the proposed upgrading of the copiers SAU wide and the extension of the current leasing program for an additional five years.

Mr. Jellison advised the Board that Skip Tilton of SPC is a broker not the actual vendor for the machines. He puts together large groups seeking bids for upgrading their copiers and as such can solicit much more competitive pricing than any of the participants could do on their own. The Administrative Team had chosen the Xerox copiers in the last negotiation and unfortunately, the copiers did not live up to Xerox's reputation. None of the schools were completely satisfied with the machines received from the Xerox vendor, Vary Associates. The machines did not conform to the expectations and specifications requested, were very slow, quick to jam, and, in many cases, could not perform the tasks expected by the various offices which has become very frustrating. The existing lease agreement cannot be broken. The situation was conveyed back to Skip Tilton who suggested that we enter the current bidding process as a way to overcome the existing problems. This will extend the lease for an additional five years. The low bidder is for Toshiba products from Office Systems of Vermont who are located in Barre, VT. Currently there are two demo machines, one at Lisbon Regional School and one at the SAU office which have been on site for one week.

Business Manager Tina Peabody distributed a cost comparison between the existing lease program and the proposed program for Board information and review. Ms. Peabody noted that Landaff School District had not participated in the original leasing program. Ms. Peabody briefed the Board on the difference in costs for the various districts fielding questions as necessary. Ms. Peabody noted that Office Systems of Vermont will be returning to the SAU tomorrow to provide additional training and answer any questions we may have.

Mr. Jellison concluded his presentation by noting that the bottom line is that the copiers need to perform effectively and efficiently on a daily basis. He further noted that there is a significant decrease in the cost for color copies. Following a brief discussion the Board advised that they will discuss this later in the evening. They thanked Mr. Jellison for his presentation and he left the meeting at 5:47 PM.

### SUPERINTENDENT'S REPORT

Superintendent Couture distributed copies of the October 1, 2015 Enrollment Report for Board information and review. Superintendent Couture noted that he has recently seen a graph of enrollments

statewide and the North Country is not the only area with declining enrollments. A brief discussion ensued.

Superintendent Couture advised the Board that the first run through of the proposed budget for the 2016-2017 school year will be presented this evening. Superintendent Couture stated that he feels that an additional meeting to discuss this will need to be set in an effort to be sure that the Board has had optimum time for input and discussion before the Budget Hearing in November. Following a brief discussion it was the consensus of the Board to meet on Tuesday, October 27, 2015 at 5:30 PM in the AHEAD Conference Room to further discuss the budget.

Superintendent Couture advised the Board that the date for the Budget Hearing also needs to be set this evening. Following a brief discussion, the Board set the SAU Budget Hearing date for November 9, 2015 at 5:30 PM at the AHEAD Conference Room, 262 Cottage Street, Second Floor, Littleton, NH.

Chairman Kinney advised the Board that he has been gathering data on superintendent's salaries and will have this out to the Board in the next week.

Superintendent Couture advised the Board that there are changes in health care insurance looming on the horizon due to the implementation of the Affordable Care Act in 2018. The SAU has four entities negotiating this year (Bethlehem Support Staff, Lisbon Support Staff, Lisbon Professional Staff, and Profile Professional Staff). It is important that these groups be made aware of the proposed changes in order to include them in the negotiation process. Superintendent Couture advised that all of the plans offered by the SAU and member districts fall beneath the amounts garnered for the Cadillac Tax. Superintendent Couture is recommending that the Districts consider offering an alternative plan with higher deductibles as an option for employees to reduce their premium costs. Superintendent Couture further advised the Board that the current prescription plan will be going away and what it will be replaced with is not known as yet. The GMR's (Gross Maximum Rates) are scheduled to be released on October 16<sup>th</sup>. The budget that will be presented this evening includes an increase of 5% for health insurance and 2% for dental. A brief discussion ensued.

Superintendent Couture advised the Board that it has been a busy year thus far. The three new administrators (Profile Acting Principal, Lisbon Principal, and Landaff Head Teacher) have all been performing well. He has been very pleased with the staff comments and positive feedback thus far.

## FINANCIAL

Manifests were circulated for Board review and approval.

Business Manager Tina Peabody distributed the Proposed Budget Packets for the 2016-2017 school year which consist of the Budget Summary, Budget Report and Budget Report with Detail for Board information and review.

Superintendent Couture advised the Board that the proposed budget contains a 5% health insurance increase and a 2% dental insurance increase. It is anticipated that the actual rates will be received on October 16<sup>th</sup>.

Superintendent Couture advised the Board that the proposed budget includes a significant increase in the area of speech services. This is a result of the inclusion of a halftime Speech Language Pathologist (SLP). The current SLP is responsible for all evaluations, testing, development of goals and objectives, design of the individual students programs, and follow-up. The SLP is also responsible for the supervision of up to three SLA's (Speech Language Assistants) and currently we have three assistants. The SLP's license allows her to only have three under her supervision. Superintendent Couture has been in touch with the principals who are all in support of the additional help in this area. The additional costs do not affect the SAU budget as the position is a pass-through to the districts. It will, however, affect the local budgets. A brief discussion ensued. It is hoped that the SAU may be able to share a position with another SAU.

Business Manager Tina Peabody advised the Board that increases have also been made in the Special Education Resource Consultant costs to include monies for supplies and workshops/conferences. Currently these areas have been paid from the SAU's Operating Budget.

Business Manager Tina Peabody advised that the Data Processing budget is also increased to include support contracts and the cost of a new server for the Accounting software. The current server is four years old and we have been advised that it is time for this to be replaced.

Business Manager Tina Peabody further advised the Board that salary increases of 2% for the SAU staff and 1.75% for the pass through staff have been included.

Business Manager Tina Peabody requested Board members to review the budget and contact her directly via e-mail with any questions and/or concerns.

The Board reviewed the copier proposal presented earlier in the evening. The current lease cost is \$4,878.68 and the proposed new lease cost is \$4,688.06 which is an increase of \$9.38. This would increase the lease by an additional five years. Following a brief discussion, MOTION BY CHRISTINE ASH, SECONDED BY ROBERT ADAMS TO APPROVE THE COPIER BID AS PRESENTED. ALL IN FAVOR, MOTION CARRIED.

There being no further business to come before the Board, MOTION BY DENYS DRAPER, SECONDED BY CHRISTINE ASH TO ADJOURN AT 6:23 PM. ALL IN FAVOR, MOTION CARRIED.

Respectfully submitted,

Marjorie Brown  
Board Clerk