

APPROVED 03/24/09

A. ESTABLISHMENT OF QUORUM AND CALL TO ORDER

In Attendance: Tom O'Rourke, Heather DeLuca, Aaron Spruance, Kimberly Coombs, Amy Labbe, and Janet Tyler, Superintendent

Absent: Sally Peavey, Ray Sulich, Jr.

Tom O'Rourke called the Canterbury Board of Education meeting to order at 7:04 p.m. on March 10, 2009.

B. ADDITIONS AND/OR CORRECTIONS TO THE AGENDA

Move item H number one Cafeteria Account Issues to E number one.

Motion: To accept the changes to the agenda.
By: Tom O'Rourke
Seconded: Kimberly Coombs
Vote: All in favor

C. COMMENTS FROM VISITORS

The board heard comments from visitors in the audience.

D. COMMUNICATIONS TO BOE MEMBERS

Tom O'Rourke read a letter that Ray Sulich, Jr. sent in his absence. The topics of the letter included his recommendation that a budget with a 0% increase be submitted, his approval of the superintendent's contract, reduction of an administrator, non-replacement of retiring teacher, facilities survey, safety hazard in the BMS parking lot on the old industrial arts side of the building, stipend for coaches should be cut, and CIP.

E. ROUTINE BUSINESS ITEMS

1. Cafeteria Account Issues

Cheryl Miller, Town Treasurer, was invited to attend and share her concerns regarding the cafeteria accounting. Janice Thurlow provided background on how the accounting was done for the cafeteria. Cheryl's concern is that 2007 and 2008 reports showed a material weakness. The Board asked that Janice provide a quarterly update on the cafeteria budget and also provide the cafeteria staff with information regarding direct deposit. Tom O'Rourke will check with Sally Peavey regarding the new plan of corrective action. Cheryl asked that the auditors and she receive a copy.

2. Approval of Minutes – Business Meeting, February 24, 2009, 7:00 p.m.

Motion: To table the meeting minutes of February 24, 2009.
By: Kimberly Coombs
Seconded: Heather DeLuca
Vote: All in favor

3. Board of Education Committee/Meeting Reports

a. CIP Committee

Ray Sulich, Jr. resigned from the CIP Committee. Kimberly Coombs and Tom O'Rourke attended the meeting. The BOE portion has been cut down to three items: one and one half buses, CES blacktop, and CES roof repairs.

4. Administrators' Reports

The Administrators' Reports were discussed.

F. SUPERINTENDENT OF SCHOOL'S REPORT/POSSIBLE ACTION

1. Enrollment

Enrollment report discussion included the fluctuating numbers.

2. Communications Committee (1+1+1)

The meeting scheduled for March 9 was cancelled.

3. Asbestos

There was an overage cost on the asbestos removal which needed to be reimbursed to the Town Finance general fund (\$17,387). Money was left over from the BMS locker project (\$3,206.45) with a balance of \$157.55 needed to be reimbursed.

Motion: To make a recommendation to the BOF to close the CIP locker replacement line item and apply the funds of \$3,206.45 towards the cost of removal of asbestos as well as use \$157.55 from the BOE general fund to offset the balance.

By: Kimberly Coombs

Seconded: Aaron Spruance

Vote: All in favor

4. Budget 2008-2009 Update

Janice Thurlow stated there will be changes in tuition numbers on the next report.

G. NEW BUSINESS/POSSIBLE ACTION

1. School Calendar 2009-2010

The 2009-2010 School Calendar was discussed. The caveat stating that "if by February 12, five instructional days have been cancelled due to inclement weather, those days in excess of five may be eliminated from the April vacation" was eliminated.

Motion: To approve the school calendar for 2009-2010.

By: Heather DeLuca

Seconded: Kimberly Coombs

Vote: All in favor

2. Technology Plan

The Superintendent applauded Alan Tortolani for overseeing the creation of the 2009-2012 Technology Plan draft. Alan and committee members will provide a presentation to the Board in April.

Motion: To accept First Read status of the Technology Plan of July 1, 2009-June 30, 2012.
By: Heather DeLuca
Seconded: Kimberly Coombs
Vote: All in favor

H. UNFINISHED AND ONGOING BUSINESS/POSSIBLE ACTION

1. Administrative Study

The Superintendent was asked by the Board to ask Art Bettencourt of NESDEC if they have an internal study that we could perform. Art stated that they do not have an internal study available but may be able to develop one to look at effectiveness and what people do in their role, be aware of what is happening in the district. Tom O'Rourke stated that we have to determine the tasks that have to be accomplished by each administrator.

A subcommittee will be formed to perform an internal study, consisting of no less than seven members but no more than nine members, to include two Board members (Kimberly Coombs and Aaron Spruance), one CES and one BMS faculty member, between two to four community members and an administrator. The first goal of the subcommittee should be to set a timeline.

Motion: To form of a subcommittee for an administrative study.
By: Kimberly Coombs
Seconded: Amy Labbe
Vote: All in favor

2. FOI Policy

There is an FOI policy in place in the Policies, Regulations and Bylaws section of the policy book.

3. Proposed 2009-2010 Budget

Tom O'Rourke stated that Sally Peavey had been asked to speak to all employees, unions and associations. Sally spoke with Union presidents and asked them to accept a 0% increase in their salaries for the 2009-2010 school year. Tom presented a copy of the letter that had been sent to them. He mentioned that Sally Peavey has not mentioned if she had heard from anyone in respect to the request.

Janice Thurlow provided an update on the proposed 2009-2010 budget which included an adjustment to medical benefits and staffing. After making those two adjustments, it brought the budget to a 2.2% increase over last year. If the position left vacant by retiring staff is not filled, it would bring the budget to a 1.3% increase over last year.

Kimberly Coombs stated that if any stipends are going to be cut, they should all be cut. Janice will provide the Board members with a list of all stipend positions prior to the next budget meeting.

A Special Meeting to discuss and possibly approve the budget is scheduled for Tuesday, March 17 at 7:00 p.m.

4. Superintendent's Contract

Tom O'Rourke stated that the Board of Education members discussed the superintendent's proposed contract and referenced the mid-year evaluation. From discussions from previous meetings, along with Ray Sulich, Jr.'s letter that was read earlier, the review has been very positive.

Motion: To approve the contract for the Superintendent of Schools.
By: Heather DeLuca
Seconded: Kimberly Coombs
Vote: All in favor

I. RECOGNITION OF AND COMMENTS FROM VISITORS

The board heard comments from visitors in the audience. Pamela Kerouack-Warner and Carolyn Noiseux, parents and community members, volunteered to participate on the Administrative Study Subcommittee.

J. ADJOURNMENT

Motion: To adjourn at 8:52 p.m.
By: Tom O'Rourke
Seconded: Heather DeLuca
Vote: All in favor

Respectfully submitted:

Heather DeLuca, Secretary to the Board