

Sunapee School Board Meeting  
February 1, 2012  
SMHS Media Center

Call to Order:

Shaun Carroll called the meeting to order at 7:00 p.m.

Roll Call:

Shaun Carroll, Chair  
Judy Trow, Vice Chair  
Brian Garland  
Kim Denney  
Edward Bailey - Absent

Others Present:

Brendan Minnihan, Superintendent  
Ray Palin, Media Coordinator  
Kelly Cornish, Financial Services Manager  
Mike Trojano, Business Administrator  
Wayne Palmer, Facilities Manager  
Kate O'Connor, Board Secretary  
Terra Geer, Special Education Coordinator  
Sean Moynihan, SMHS Principal

Pledge of Allegiance:

Kate O'Connor led the Pledge of Allegiance and Shaun Carroll led the moment of silence.

Minutes:

Judy Trow moved to approve the school board minutes of January 11, 2012.

Kim Denney seconded the motion.

Vote unanimous.

Kim Denney moved to approve the January 11, 2011 budget session minutes.

Brian Garland seconded the motion.

Vote unanimous

Public Forum:

None

SMHS Good News:

Sean Moynihan gave the Board the following good news:

- The application and interview process has begun for next year in hiring a high school math teacher, middle school English teacher and a .5 middle school guidance counselor. The advertisements will run for three weeks. Three committees have been established to go through the resumes and set up the interviews, which will be held during February vacation and the first week of March.

#### Superintendent Communications:

Brendan Minnihan gave the following report to the Board:

- The rough draft of the annual report is completed; it will be available electronically. The report is currently being finalized with pictures being chosen for the finished product. It will be ready after the Deliberative Session. The SAU received three bids for printing the annual report. He has decided to go with 700 copies in book style for \$1,600.00.
- It looks as though \$50,000 - \$100,000 more has been spent than anticipated for out of district special education this year. He is letting the Board know that he might come forth to ask for money from the reserve fund or ask to use excess by the State. He is hoping they won't have to and that there will be a change, but exact figures won't be clear until June or July.
- The three year agreement with Paul Mercier, auditor, is coming to an end. Mr. Mercier is quoting the district \$7,800.00 a year for the next three years if the district renews. This is up from \$7,200.00 from the previous three years; over six years it has only gone up \$600.00. The Board stated they are very pleased with the timeliness of the audit reports. Dr. Minnihan said he will bring the new agreement forward at the next meeting for another three year term.

#### Deliberative Session Planning:

Brendan Minnihan presented a PowerPoint presentation to the Board that will be presented at the Deliberative Session. The outline of the presentation is as follows:

- A new logo will be presented
- Articles 1 & 2 will be shown (no tax impact)
- Article 3 (operating budget) will be reviewed
  - Budget factors will be discussed (increases & decreases)
  - Enrollment for the district will be shown from last year to this year
  - Explanation of per pupil cost
    - How the State calculates per pupil cost (formula)
    - Show the 08-09 and 09-10 per pupil cost versus other districts of same size (Moultonborough, Linwood, Interlakes and the State average)
    - The Board asked the student enrollment for one year be added for each of the districts used
- Articles 4-10 will then be presented and discussed and any questions will be answered. Shaun Carroll will speak on each article.
- A booklet will be handed out to all attendees with the budget lines in short form.

- Brendan Minnihan will hand out pie charts he created for the budget session, he will also handout comparisons of special education costs for Sunapee versus the State average.

#### Board Self-Evaluation:

The self-evaluation is just information for Board review. Any issues a board member has can be discussed. The Board rates themselves using 1-6 with 1 being low and 6 being high. The ratings were as follows:

- The average of most ratings was 5.2
- Policies – 5
- Provide Superintendent with guidance – 5
- Relationship with the public – 5.2
- Relationship with staff – 5.2
- Financial management – 5.2
- Personal qualities – 5.2

The Board members feel the evaluation is helpful for people who are interested in being on the school board; it lets them know what the duties and expectations are when you are a Board member.

#### 2<sup>nd</sup> Reading of Policies GCO-Evaluation of Professional Staff (Revision), GDN-Evaluation of Support Staff (Revision), GDP-Evaluation of Administrative Staff:

Brendan Minnihan stated that the attorney had reviewed all policies being brought forth. GCO and GDN were revised as there were multiple versions of the same policy and this streamlined them into one.

Judy Trow moved to approve the second reading of GCO, GDN and GDP as presented.

Brian Garland seconded the motion.

Vote unanimous

#### 2012-2013 Calendar Adjustment:

The Claremont School District has asked that the calendar be changed to get rid of the Professional Development Day on 1/22/13 and replace it with 11/6/12 as Claremont uses their schools for voting and will not be holding school on 11/6/12. This affects Sunapee because Sunapee sends students to the Claremont vocational center.

The Board and Sean Moynihan said they liked the idea of getting rid of the 11/13/12 Professional Development Day while still keeping the 1/23/13 date.

The Board asked that the discussion be tabled until the March meeting, so Brendan Minnihan could speak with the other school districts.

SMHS Kitchen Floor Repair:

Mike Trojano explained to the Board that the original floor from 1974 is still in the kitchen. It is poured product on concrete and it is worn and cracked and is now becoming porous. This has become a safety and cleaning issue.

There is only one company in the area that does this type of work, RG Gosselin, and they do quality work. There is money in the food service fund to pay for the work. The total quote is for \$14,950.00. The district would like to schedule the work for the summer of 2012.

Kim Denney moved to approve the expenditure of \$14,950.00 to replace the floor in the SMHS kitchen during the 2012 summer.

Judy Trow seconded the motion.

Vote unanimous

SMHS Extended Field Trip:

Sean Moynihan explained that this is the annual baseball/softball Cape Cod trip, which has been running for three years. The dates are March 30, 2012 – April 1, 2012.

A bake sale will be held to help fund the trip. The coaches, Tom Frederick and Bonnie Cruz, will be chaperones as well as parents. Parents will be bringing students in their vehicles. Sean Moynihan said will bring the names of all parents attending to the next meeting.

Judy Trow moved to approve the Cape Cod baseball/softball annual field trip.

Kim Denney seconded the motion.

Vote unanimous

Manifest:

Kim Denney moved to approve the following A/P manifests:

- #2012-16 = \$149,524.98

Kim Denney moved to approve the following payroll manifests:

- #2012-15 = \$179,583.48
- #2012-16 = \$376,521.83

Judy Trow seconded the motion.

Vote unanimous

Agenda for Next Meeting, March 14, 2012:

- Calendar
- Auditor
- Manifest
- Minutes – 2/1/2012
- Good News
- Extended Field Trip - Gettysburg

- Superintendent News
- Spring Coaches
- Resignation

Non-Public:

Judy Trow moved to go into non-public under RSA 91-A:3 II(b) at 7:57 p.m.  
Kim Denney seconded the motion.  
Vote unanimous

Roll Call:

Shaun Carroll, Judy Trow, Brian Garland and Kim Denney

Discussion of the SCES principal search. Discussion of the yearly Superintendent evaluation.

Judy Trow moved to come out of non-public at 9:38 p.m. Kim Denney seconded the motion  
Vote unanimous

Judy Trow moved to adjourn the School Board meeting at 9:40 p.m. Kim Denney seconded the motion.  
Vote unanimous

Respectfully Submitted By,

Kate O'Connor  
Sunapee School Board Secretary