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APPROVED  
SCHOOL ADMINISTRATIVE UNIT 28  
SEMI-ANNUAL MEETING AND PUBLIC HEARING  
October 3, 2007 – 7:00 p.m.  
Public Session

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**Pelham Board Members Present**

Cindy Kyzer, Eleanor Burton, Linda Mahoney, Bruce Couture

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**Windham Board Members Present**

Barbara Coish, Beverly Donovan, Beth Valentine, Al Letizio

**Superintendent**

Dr. Frank Bass

**Assistant Superintendent**

Roxanne Wilson

**SAU Business Administrators**

Toby Eaton – Windham and Kathleen Sargent – Pelham

**Special Education Director**

Tina McCoy

SAU Board Chair, Cindy Kyzer called the meeting to order at 7:01 p.m. SAU Board Clerk, Eleanor Burton, requested a call of the roll: Beverly Donovan – aye; Barbara Coish – aye; Beth Valentine – aye; Al Letizio – aye; Linda Mahoney – aye; Bruce Couture – aye; Cindy Kyzer – aye and Eleanor Burton – aye.

Motion to go into **non-public session** under RSA 91A:3II(A) at 7:04 p.m was made by Barbara Coish with 2<sup>nd</sup> by Beverly Donovan.

Motion to come out of non-public session was made at 7:32 p.m. by Barbara Coish with a 2<sup>nd</sup> by Beverly Donovan. Approved 8-0.

Chairperson, Cindy Kyzer announced the recognition of Assistant Superintendent, Roxanne Wilson with a \$2,500 a salary adjustment and recognized an approved administrative assistant position with a salary of \$32,327.00.

**Approval of Minutes**

Motion to accept the non-public minutes from May 16, 2007 was made by Barbara Coish with a 2<sup>nd</sup> by Beth Valentine. Approved 7-0-1 (Linda Mahoney abstained).

Motion to accept the public minutes from May 16, 2007 was made by Beth Valentine with a 2<sup>nd</sup> by Eleanor Burton. Approved 7-0-1 (Linda Mahoney abstained).

1 Motion to accept the public minutes from August 1, 2007 was made by Barbara Coish  
2 with a 2<sup>nd</sup> by Linda Mahoney. Approved 7-0-1 (Al Letizio abstained).

3  
4 **Audit Report**

5  
6 Dr. Bass preceded the audit report presentation by noting Business Administrator; Toby  
7 Eaton did a wonderful job in preparing said audit, along with help from Kathleen Sargent.

8  
9 Mr. Eaton noted there were no findings with regard to the SAU audit and that he was  
10 waiting for the exact number from the auditor. He noted the ending fund balance was  
11 about \$21,000.

12  
13 **Public Hearing**

14  
15 Chairperson Kyzer opened the hearing portion of the meeting.

16  
17 Bill Scanzani addressed the board by recommending that they show the Pelham Budget  
18 Committee what line items were changed/what amounts taken out of the SAU Budget.

19  
20 Mr. Eaton noted about 89% came from transfers of money to different line items.

21  
22 Chairperson Kyzer closed the public hearing portion of the meeting.

23  
24 **New Business/Budget Presentation**

25  
26 Toby Eaton outlined why the SAU funding is separate from school district budgets. Mr.  
27 Eaton noted SAU governing laws stating it is critical they get the Department of  
28 Education correct in order to obtain funding. He stated they work closely with the  
29 Department of Education and Department of Revenue.

30  
31 Mr. Eaton then highlighted the line by line changes in the proposed budget. Mr. Eaton  
32 clarified why some money was taken out of each individual school fund.

33  
34 Eleanor Burton questioned if the entire performance money was spent this year. Mr.  
35 Eaton responded with yes. Mrs. Burton also questioned the Human Resource salary.  
36 Beth Valentine explained this was due to the percentage increase from last year.

37  
38 Beverly Donovan questioned the increase in the travel line item and why it was such a  
39 big jump from last year. She noted they should put a cap on that amount.

40  
41 Mr. Eaton stated he looks at a realistic budget and that is what he submits.

42  
43 Roxanne Wilson noted her travel expenses average \$150/month – usually for gas.

44  
45 Mr. Letizio stated it was his understanding that this item was funded someplace else and  
46 that Mr. Eaton is trying to give a realistic picture.

1  
2 Dr. Bass commented that conferences are there for a reason and they attend only because  
3 they feel it is important. He noted they do not have to use the conference money if they  
4 do not feel it would benefit them.  
5  
6 Mr. Eaton then noted conferences and publications did not previously have funding.  
7  
8 Mr. Eaton noted a 3.5% increase was proposed for all SAU staff. Mr. Eaton stated he  
9 researched what other town employees were proposing before coming to the board.  
10  
11 Mrs. Mahoney stated she appreciated the extra work Mr. Eaton has done to explain the  
12 budget more clearly.  
13  
14 Beverly Donovan questioned the big increase in postage costs. Mr. Eaton responded by  
15 stating he used actual numbers for this line item – noting it was previously under-  
16 budgeted in the past.  
17  
18 Dr. Bass commented that the line items did not always add up in previous budgets but  
19 now the board can see exactly what is needed.  
20  
21 Regarding postage, it was noted there is some overlap between Pelham and Windham.  
22 Mrs. Mahoney noted her concern that it is equitable.  
23  
24 Dr. Bass noted the board will see a clear rendering next year.  
25  
26 Beverly Donovan requested itemizations.  
27  
28 Mr. Eaton noted there was never a supply line item for the SAU in previous budgets.  
29  
30 Beverly Donovan noted her concern over office equipment items. Questioning why  
31 \$900.00 was spent on a chair, stressing it is easy to lose control over such items.  
32  
33 Mr. Eaton noted there will be a cap on supplies.  
34  
35 Mr. Letizio suggested a separate line item for furniture and fixtures. He suggested  
36 consumable have a separate line item. Mr. Letizio noted office furniture can be  
37 expensive.  
38  
39 Linda Mahoney questioned if the SAU was still paying 100% of health insurance costs  
40 for employees. Mr. Eaton responded with yes.  
41  
42 Mrs. Mahoney requested this item be placed on a future agenda for further discussion.  
43 Mr. Eaton noted health insurance plans for the SAU staff was different than what was  
44 offered to teachers.  
45

1 Mrs. Mahoney noted her concern that the SAU Operating Budget was not put before the  
2 voters in Pelham. She suggested having a separate warrant article for an SAU.

3  
4 Mr. Eaton responded by stressing, by law, the SAU must operate under a separate budget.

5  
6 It was noted the law books housed at the SAU office needed updating.

7  
8 Mr. Scanzani questioned if raises were reflected in the proposed budget. Mr. Eaton  
9 responded with no. Mr. Scanzani questioned the amount of money allocated for benefits  
10 for the new proposed position. Mr. Eaton noted \$12,000-\$20,000 were for benefits.

11  
12 Motion to adopt proposed SAU #28 2007-2008 Operating Budget with the addition of  
13 approved raises and benefits made under separate motion was made by Al Letizio with a  
14 2nd by Beth Valentine. Approved 8-0.

15  
16 Bruce Couture requested clarification of the proposed budget increase. It was noted the  
17 increase was 6.25%. Mr. Couture noted he hoped the board will look at this again in  
18 May.

19  
20 Beth Valentine stated it is sometimes confusing in May with a shift in board members.  
21 She suggested that they have an orientation meeting with new board members prior to  
22 discussion of the budget.

23  
24 **Preschool/Kindergarten Discussion**

25  
26 Tina McCoy explained her responsibility to provide services to children. She noted the  
27 following:

- 28
- Facilities are not ideal
  - Not able to include non-disabled peers to use as role models in  
30 programs
  - Children need to receive quality services at a young age
  - The preschool staff is outstanding and dedicated.
- 32  
33

34 Mrs. McCoy noted, at present, a school nurse does not exist at the preschool. She noted  
35 that when the program was small it was not an issue but now she is not comfortable not  
36 having a nurse on staff. She is recommending having a nurse.

37  
38 Mrs. McCoy then noted at present, 85 students are enrolled in preschool (42 from Pelham  
39 and 43 from Windham). She also noted districts are billed separately for kindergarten.

40  
41 Cindy Kyzer questioned the split over the next couple of years from Windham and  
42 questioned if they could use the numbers provided for an accurate representation of the  
43 cost for Pelham. Tina McCoy noted she envisioned Pelham hiring their own  
44 teachers/staff.

1 Mr. Letizio requested the Business Administrators look at and start to carve out what the  
2 impact would be for each of the district's budgets.

3  
4 Dr. Bass noted they will be looking at the kindergarten impact very carefully – noting  
5 they will have a plan in place with preschool issues and kindergarten.

6  
7 Mrs. Mahoney questioned why federal funding was less in Pelham. Mrs. McCoy  
8 responded by stating as bizarre as it seems, the figures are based on late 1980's facts and  
9 that it remains the same year after year.

10  
11 Eleanor Burton questioned if the space currently in Windham would be adequate enough  
12 after Pelham leaves. Mrs. McCoy stated it would help a lot but not solve every problem.

13  
14 Cindy Kyzer questioned if the staff were trained in CPR. It was noted they were.

15  
16 Mrs. McCoy stressed she did not have a good feeling about not having a nurse on staff.  
17 Noting we live in a litigious society and she wanted to protect the kids and the district.  
18 She further noted she would like to look at different options i.e. an LN.

19  
20 Beverly Donovan noted the downside to not having one central facility, is where a nurse  
21 would be housed, noting they would have to be creative.

22  
23 **Setting of Annual Meeting Date** – May 14, 2008 at 7:00 p.m.

24  
25 Roxanne Wilson distributed to the board the Professional Development Plan which was  
26 submitted recently to the State.

27  
28 Motion to adjourn under RSA 91:A3II (b) was made at 9:30 p.m. by Al Letizio with a 2<sup>nd</sup>  
29 by Barbara Coish. Approved 8-0.

30  
31  
32 Respectfully,  
33 Diane Figaro