

**MINUTES OF MEETING  
SAU #9 BOARD  
Kennett Middle School Cafeteria  
September 10, 2009**

**Attending:**

Jane Gray, Eaton	Dr. Carl Nelson, SAU #9 Superintendent
Pat Philbrick, Eaton	Robert Gadomski, SAU #9 Asst. Supt.
Judi Goss, Eaton	Colleen Cormack, Albany
Jerry Dougherty, Jackson	Vicki Harlow, Bartlett
Andrew Kearns, Jackson	Nancy Kelemen, Bartlett
Joseph Kopitsky, Jackson	George Holmes, Hart's Location
Syndi White, Conway	Nancy Holmes, Hart's Location
Sheryl Kovalik, Conway	
Dick Klement, Conway	
Randy Davison, Conway	
Rick Breton, Conway	
Kelley Murphy, Conway	
Janine McLauchlan, Conway	

Recording Secretary: Gail T. Currier	Audience: 0
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1. **Call to Order:** The meeting was called to order by Chairman Gray at 6:30 p.m.
2. **Public Comments:** None.
3. **Approval of Minutes (6-11-09):** Motion by Ms. Goss, second by Ms. Kelemen, that the Minutes of the June 11<sup>th</sup> meeting be approved as submitted. Motion carried with 14 votes in the affirmative and 4 abstentions (Ms. Murphy, Ms. McLauchlan, and Messrs. Breton and Kopitsky).
4. **Business Affairs:**
  - A. **FYI – 2009-10 Budget Status Report.**
  - B. **FYI – 2008-09 Summary of Expenses and Receipts** – Ms. Gray noted an unused fund surplus of \$71,146. Dr. Nelson explained this is due in part to a change in health insurance plan, as well as reduction in staff time with new hires (reduced some positions to 220 days). Ms. Kovalik noted we typically have a reserve we roll forward. Dr. Nelson said it is usually between \$20,000 and \$40,000, which we recommend holding. The remaining balance may be used to reduce the dollar amount that each district has to pay.
5. **Personnel:**
  - A. **Consider Approval of Correction in Contracts of James Hill and Becky Jefferson** – Ms. Gray reported the Executive Board recommends this correction. **Motion by Ms. Harlow, second by Mr. Klement, to approve change in term of contracts for James**

**Hill and Becky Jefferson from two years to three years, extending them to 2012.** Ms. Cormack questioned whether all other contracts are for a three year term. Ms. Gray told her no, some were adjusted; there were previously more three year term contracts before than there are currently, these two were not changed to two years. Ms. Cormack stated she will vote against the motion because she voted the original motion down because of salary increases. She was advised this deals strictly with term of contract. **Motion carried with 16 votes in the affirmative and two negative votes (Cormack and Davison).**

**B. Consider Approval of Dr. Nelson’s Goals and Objectives for 2009-10** – Ms. Gray stated these have been reviewed and amended by the Executive Board, and recommendation made to move forward with them as proposed. **Motion by Ms. Philbrick, second by Ms. Kovalik, to approve Superintendent’s Goals and Objectives for 2009-10. Motion carried by unanimous vote.**

**C. Consider Accepting Resignation of Gredel Shaw – Motion by Ms. Gray, second by Ms. Cormack, to accept with regret resignation of Gredel Shaw as part-time receptionist for SAU #9.** Ms. Cormack questioned whether she is being replaced. Dr. Nelson stated they presently have Cheryl filling in and will be replacing Ms. Shaw with a permanent part-time person. **Motion carried by unanimous vote.**

**6. Administrators’ Reports:**

**A. Next Meeting** – November 12, 2009 – 6:30 p.m. at Eaton Town Hall.

**B. Next Executive Board Meeting** – October 8, 2009 – 6:30 p.m. at SAU #9.

**C. FYI – SAU #9 Target Goals for 2009-12** - Dr. Nelson reported that each year SAU #9 administrators revisit target goals. No. 1 is still reduction of drop out rate. It is the hope that by 2012 it will be zero drop outs in the school district. Second is to improve reading and overall literacy skills; third, utilize performance based student achievement data to ensure growth for all students, and fourth, better health and wellness.

Ms. Kovalik noted the State says no one can drop out before the age of 18 and questioned the case of a student who is 19 but does not come back - are they still considered a drop out? Dr. Nelson said previously after age 16 the district was no longer responsible for them. He stated we have only seven students that fall in the range of 16 to 18 that we had to go out and find - two have aged out, seven others they can identify and determine what programs they can take to achieve their diploma. It was noted a GED is an option. Letters have been sent encouraging them to return to school, some have been very receptive, some still have not been located.

Mr. Davison commented it would be another community’s responsibility if they move to another area, and questioned what our responsibility is. Dr. Nelson said once they move out of our jurisdiction they are no longer our responsibility, but if we know where they are, it is our obligation to let that community know, as well as the State. Also we try to contact them by letter.

**H1N1 Flu** – Dr. Nelson reported the district has been in close communication with the DOE and State Health Dept., and has had phone conversations, with more planned. Carroll County Health Collaborative has visited with school nurses for update, and we have agreed to act as an inoculation center if needed and will work with the County on that. The SAU has consulted with our insurance companies, and met with school nurses and building Principals prior to school to discuss what procedures to follow, and have a mechanism for getting in touch with parents to determine how to get students home in case of illness. He stated we will follow the State guidelines for NH.

**D. FYI – (RTI) – Response to Intervention** – Dr. Gadomski provided copies of information being distributed to our elementary teachers. He noted we have obtained a grant [NH Responds/Early Intervention in Literacy]. He explained RTI is basically a team approach in a school building to provide intervention in an orderly manner. It is not intuition driven, it is data driven. As soon as we see children at any level that need intervention, we will identify interventions. Dr. Gadomski said we will have students at different levels that need the extra help - 5% to 10% need targeted intervention, i.e. reading lesson where a certain set of skills are not being grasped by some students - intervention is set up to help them, for instance, with an additional half hour of reading on top of class activity. He stated if they are still falling behind, they get more tutorial, additional reading services, or intervention by the teacher. Students are not removed and put into an intervention category - once they get an intervention, or specific assistance, it is not like that forever – they will go back to normal activity in the classroom. It is based on regular screenings. He said the hope is we are intervening and assisting kids at a much earlier point, interventions will be more immediate.

Mr. Kopitsky questioned whether this is similar to the pre-referral process. Dr. Gadomski said it is our hope that students will go through the pyramid of intervention and referral process until they have been through all intensive interventions. Mr. Kopitsky questioned if under team membership a parent could be a part of the team if they wish? Dr. Gadomski said absolutely.

Ms. Kovalik said she likes that these students would no longer slip through the cracks, but questions whether we have a mechanism in place for checking the program's success. Dr. Gadomski said it is a very data driven process and takes the guess work out; they can catch kids earlier, it is constant monitoring. He pointed out this is not new to SAU #9, a lot of it has been in place but we are trying to put it into place better.

Ms. White stated a parent can request an evaluation at any time and it will be done, also the teacher can request one. She questioned whether there is base line data to review based on percentages of number below in reading and math. Dr. Gadomski said presently they are doing different reading assessments in each building. He said with RTI if you get to the point where 50% of students are receiving Tier II or III intervention, then you have to look at curriculum and instruction.

Mr. Dougherty said some of the funding for this will dry up in two years and questioned whether there is a plan in place for that. Dr. Gadomski said we are using NH Responds to train our staff, to show us how to do it and train our staff. Also, through grant monies, we did an RTI re-train in late June with representatives from each building, dealing with

how to start the process and how to implement it. He stated the program is in place now, we hope to continue to have it in place only better - it helps us monitor both the instruction and the growth of the student. Ms. White said it helps kids from falling through the cracks; it also really lets the district evaluate its curriculum and we can also evaluate teacher skills with this.

Mr. Klement said he agrees we need to do everything that we can for each child, but if we have someone who is in the 5<sup>th</sup> grade and reads 4<sup>th</sup> grade level, he/she is not necessarily a candidate for Special Ed. Dr. Gadomski said it may require just a couple of basic Tier I interventions to help them get up to 5<sup>th</sup> grade level. He said this helps us organize it better and assess where they are. Mr. Klement questioned when we can expect the statistics and the pyramids for each school to be made available. Dr. Gadomski told him probably a year or two out.

## 7. **Any Other Business:**

**Exit Interviews** – Dr. Nelson provided correspondence from DOE for information purposes, as well as summary of exit interviews containing confidential information. Mr. Klement, noting there were 16 surveys, wished to know how many had left. Dr. Nelson offered to provide that answer. Ms. Kovalik said she would like to see a percentage of the number of people who left, but also information on any non-renewal persons, noting that in some cases it might be appropriate to get an interview. Dr. Nelson advised some are included.

Mr. Davison noted regarding the exit interviews, as Board members we receive specific reasons for people leaving; however, if they did not do a survey we need to know. He noted the Board got some letters that were pretty specific. Ms. Kovalik wished to know how many did not get interviewed, and of that number whether we had resignation letters that identified their reason.

Ms. Harlow reported she had taken a tour through the Middle School and it is lovely. Mr. Klement acknowledged Kelley Murphy and Sheryl Kovalik for their efforts in this endeavor.

Ms. Cormack said she loves the gardens out front and was told that was an effort by both students and teachers.

**Solid Waste Recycling** – Ms. Cormack questioned profits from cafeteria and was advised it is self-sustaining. She questioned whether they participate in paying for disposal costs for the resulting solid waste. Dr. Nelson will check on that – he feels there is some sort of indirect cost.

Ms. Cormack announced the MWV Green Team is putting on a free workshop for businesses and schools on Sept. 22<sup>nd</sup> at the Eastern Slope Inn from 11:30 a.m. to 1:30 p.m. where people will learn how to start recycling programs in schools. She requested that Dr. Nelson send a memo strongly encouraging school representatives to attend. She stated that at least 25% of energy and waste does not need to happen. Last year we spent \$23,000 on paper, 25% of that is \$5,700. She said it is the same with electricity – last

year we spent over \$520,000 in the SAU 9, 25% of that would be a saving of \$130,000, assuming we could become 25% more efficient.

Ms. Cormack suggested in the interest of saving paper that material that is strictly FYI and non confidential be Emailed instead of printed and included in our packets. Mr. Klement pointed out that if it is not confidential and someone wants to see what's being talked about, under the Right To Know Law it has to be available for people to stop by and get a copy. Mr. Davison added that the rule is if it is Emailed it has to be part of the record if it is sent to the Board.

Ms. Kovalik suggested if there is a way to pre-identify, we could post to the website as an FYI folder anything that is categorized as FYI could still be on the agenda. Mr. Klement commented that some FYIs are debated vigorously at School Board meetings; if everybody does not have it in front of them when they get to the meeting it will have to be tabled until the next meeting. Ms. Gray noted that we do not necessarily know what will prompt a discussion.

Ms. Goss pointed out that every Board member may not have access to the internet. Mr. Klement questioned whether anyone has dialup. Ms. Kelemen questioned whether there could be just one copy to be passed around at the meeting. It was Mr. Dougherty's observation that if considering the percentage of paper versus the amount of people in total that are using it, it will probably be less than one tenth of one percent.

Mr. Davison stated a document that we all receive every year – Program of Studies – is very thick and suggested only the changes be printed annually. There was much opposition voiced to this suggestion. Ms. Cormack suggested it could have been cut in half by printing on both sides of the paper. There was no objection to that. Ms. Kovalik volunteered to receive copy of Program of Studies in CD form. Mr. Klement questioned whether it takes longer, labor-wise, to “crank” out 35 or 40 CDs as opposed to sending it out to be printed. Ms. Kovalik questioned whether it might be posted to the website instead. Ms. McLauchlan commented that the SAU 9 website looks good and is more user friendly now.

8. **Non Public Session – None.**
9. **Adjourn: Motion was made by Ms. Kovalik, seconded by Ms. Kelemen and carried, that the meeting be adjourned at 7:25 p.m.**

Respectfully submitted,

Gail T. Currier, Recording Secretary