

NHSAU 29 School Board Meeting
NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29
John W. Day Educational Center
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COMMITTEE: Advisory Committee of the N.H. School Administrative Unit 29 School Board

DATE: October 27, 2008

LOCATION: Large Group Instruction Area, Keene High School, 43 Arch Street

CALLED TO ORDER: 7:03 p.m.

TIME ADJOURNED: 9:25 p.m.

BOARD MEMBERS PRESENT:

<u>TOWN:</u>	<u>PRESENT:</u>
• Chesterfield	Judy Idelkope
• Harrisville	Jack Calhoun Earl Horn
• Keene	Neil W. Donegan Carol A. Brown Christopher Coates, Chair (arrived 7:16 p.m.) Elizabeth H. Coppola Erik R. Murphy (arrived 7:34 p.m.) Donald N. Parker Carter Chamberlin
• Marlborough	Michael Briggs
• Marlow	Marcia Levesque Ken Dassau
• Nelson	Kelly M. French
• Westmoreland	Stuart R. Adams

OTHERS PRESENT:

- Wayne E. Woolridge, Co-Superintendent
- William B. Gurney, Co-Superintendent
- Paul R. Cooper, Director of Human Resources
- John Harper, Business Administrator
- Catherine L. Reeves, Director of Special Education
- Brenda Finn, Assistant to the Superintendents
- Media (1 -Keene Sentinel)
- Mark Gross, Surry School Board (56 Surry Dam Road)

- Chris Carreira, Technology Consultant
- Sharyn D'Eon, Chesterfield School Principal

Mr. Donegan called the meeting to order at 7:03 p.m. with members representing all 7 district boards present.

1. Approval of Minutes: Mr. Donegan requested a motion for approval of the October 22, 2007 meeting minutes.

MOTION: Mr. Calhoun moved to approve the minutes from October 22, 2007 and Ms. Brown seconded the motion. The minutes of October 22, 2007 were unanimously approved.

2. SAU 29 Technology Report – Mr. Chris Carreira:

Wayne Woolridge introduced Chris Carreira's report by stating that a study was commissioned one year ago with \$5,000 allocated to study the technological infrastructure of the SAU. The study was prompted in part by the growing technological needs of the SAU including instructional technology used by classroom teachers, the Parent Portal utilized by Keene High School, as well as the July 1, 2006 mandate relative to ICT (Information Communication Technologies) standards requiring digital portfolios for every student. The SAU contracted technology consultant, Chris Carreira (hired in mid-July) to assess the current technological infrastructure of the SAU and to make recommendations.

Mr. Carreira began his presentation by stating the objective of the study; to review the technology currently employed with the SAU; determine how the network is managed and serviced; and make recommendations for improvements.

Mr. Carreira interviewed technicians who work on servers associated with CIRTT (Center for Instructional Resources, Technology, and Training), 34 West Street (Central Office), Keene Middle School, Keene High School, and several elementary schools.

Page 5 of Mr. Carreira's Technology Report (distributed to board members prior to the meeting) refers to the summary of SAU 29's active workload. There were critical business elements identified as areas in need of immediate change.

The SAU currently consists of:

- 1,532 computers on the network
- 390 classes
- 530 teachers

The current bandwidth is 6mbps. The networks are managed/serviced by three providers: One Communication, Time Warner Cable, and the City of Keene. Potentially the SAU has 600 users at one time trying to access a pipeline of 6 mbps.

Current priorities for the SAU:

- PowerSchool (requires web portals)
- MAPS testing
- Art department
- MUNIS
- Rebuilds
- Standardization of digital portfolios
- First Class (email)

All of the above require Internet access and bandwidth consumption.

PowerSchool: The SAU hasn't even scratched the surface yet. This is the complete package and has the potential to meet all student contact management needs. The application requires a great deal of resources to manage.

MAPS testing: Seems to be working fine as is. When all students log on at the same time delays occur due to bandwidth issues. Schools use the Internet to receive test results.

MUNIS: Critical application for the SAU (payroll, accounting). Users require bandwidth to access the application. Back up and security issues are associated with this application. Mr. Carreira recommends outsourcing. There is a vendor with a reasonable proposal on the table.

Digital Portfolios: Need to be standardized. Keene has made the push toward standardization - town schools have not yet done so. Portfolios should be standardized to follow the students to the middle and high schools.

Email: Not yet fully deployed. Email is a huge consumer of bandwidth. Mr. Carreira recommends the SAU give consideration to less expensive email packages. He recommended Microsoft Exchange for its archiving features which First Class does not have (cited Sarbanes Oxley law requiring archiving).

Recommendations:

In addition to the bandwidth issue, the following tasks have been defined and need immediate attention:

1. The possible move of the CIRTT Center
2. New building construction in Marlborough
3. Renovation of the current Keene Middle School or construction of a new building
4. Possible relocation of the SAU 29 central office
5. Expanding application growth
6. State and Federal mandates through 2014

Questions from Board Members:

Jack Calhoun, Harrisville: Struck by statement that the SAU needs to take stock of what is in place and not purchase any more technology at this point. Concerned that there are significant dollars attached to upgrading technology and bringing more uniformity to systems.

Chris Carreira: Stated that the SAU is currently running two platforms (Mac and PC) at a significant cost. Could reduce costs by moving to one platform. Mr. Carreira recommends the SAU make that decision in the next 12-18 months. Stated that on average PCs are one-third cheaper than Macs. Also recommends that the SAU look to outsource large print jobs (anything over 1,000 sheets) as the costs to do so in-house are considerable.

Liz Coppola, Keene: Where do we go from here?

Wayne Woolridge: A request will be made in the budget. The SAU has engaged in some of the recommendations from Mr. Carreira – printing costs, negotiations with G4, etc. Superintendents will be meeting with Joint Principals and K-12 technology committee to review Mr. Carreira's report and recommendations.

Chris Coates, Keene: Are the protocols and processes in place for schools?

Wayne Woolridge: Not yet, will be forthcoming.

Erik Murphy, Keene: Has security auditing been done to determine network vulnerability?

Chris Carreira: Not yet done to the extent it should be. There are issues and requirements that need to be met for security and privacy. Not yet a coordinated effort in place- work still needs to be done.

Erik Murphy, Keene: What are the top 3 risks?

Chris Carreira: Interruption of service for the largest number of users; Munis (over a year since application has been upgraded); accessibility of equipment by students- critical servers in Cheshire Career Center – students are troubleshooting problems on servers.

Carter Chamberlin, Keene: Speak to backups and email systems.

Chris Carreira: 35 days ago would have felt it was a bigger problem. Issue was addressed through the study, changes have already been implemented. Most of the backups are being done on thumb drives or firewires. No consolidated effort to back up PowerSchool, Munis or First Class. Changes have been made and now these applications are being backed up at remote locations. Servers are located at CIRTT, backups located at KMS and 34 West Street. Despite these improvements, Mr. Carreira recommends exploring the option of backups being done using an outside vendor such as Iron Mountain or stored at local banks. Requires designation of staff to take the backup tapes to the remote location. Town schools are currently backed up locally.

3. Consideration of Request to Join SAU 29 – Ms. Brenda Doherty Finn:

Wayne Woolridge reminded the group that Surry is still a part of SAU 38. Surry would like to fully leave SAU 38 and join SAU 29. Mr. Mark Gross, Surry School District board member is in attendance. Ms. Doherty Finn has prepared a report (packet previously provided to board members) detailing Surry's request to join SAU 29. Should the board decide to move forward, the next step would be to engage the SAU attorney in the process.

Ms. Doherty Finn stated the purpose of the discussion is to consider the Surry School District request to receive administrative services from SAU 29. The following documents included in the packet received by board members detail the request:

- Surry's request to join SAU 29
- Monadnock School District, Surry Withdrawal Study Committee Report
- Draft of Surry's withdrawal report
- SAU 38 board meeting minutes (March 2007)
- Tuition contracts with the Keene School District (elementary, middle, high school)
- Relevant NH RSAs

Currently Surry students attend Keene schools as follows:

Jonathan Daniels Elementary School: 14

Keene Middle School: 18

Keene High School: 22

Surry is a town of 600 residents. In addition to the students listed above, there are approximately 20 students completing their education at Monadnock or attending private schools in Keene.

The Surry students attending Keene schools receive a comprehensive education and a full range of services as received by member districts. The Surry School District is requesting to receive the administrative services each member district receives. According to Mr. Gross, Surry is in the process of drafting their withdrawal letter outlining their reasons for leaving SAU 38, the impact leaving would have on their current SAU, and the impact on a new SAU should Surry become a member.

Adding Surry to SAU 29 will generate approximately \$30K in revenue. Yet to be determined is the costs for the support services from the central office. At present Surry does not have a school open and at this time has no inclination to reopen their school. If they were to reopen their school, the revenue rate would double (\$60K).

Discussion ensued over whether or not to continue to do the due diligence necessary to make a decision regarding Surry's request to join SAU 29.

MOTION: Mr. Murphy moved to charge the SAU 29 attorney (Mr. Gordon Graham) to work with Surry School District attorney (Mr. David Bradley) to

determine revenue from Surry joining SAU 29 and to identify the scope of administrative services, mindful of constraints on human resources and services of SAU 29, with the findings presented on or before November 24, 2008. Mr. Donegan seconded. The motion passed.

4. Presentation of NHSAU 29 Proposed Budget: 2009-2010: Mr. John Harper

Mr. Woolridge reminded the group that part of the charter of the advisory committee is to revise or move forward the proposed budget presented to them this evening. On November 24, 2008, the full SAU 29 board will vote on the budget. The full board has the opportunity to amend the budget before moving forward to the public hearing on December 22, 2008.

The proposed budget as presented by Mr. John Harper recommends a budget request for the fiscal year which begins July 1, 2009. The operating expenditure budget totals \$2,716,809, an increase of \$143,404 or 5.57% for the year. The total impact of this budget that will be paid directly by the various SAU school districts is \$2,442,795, an increase for the year of \$65,051, or 2.74%.

Personnel costs continue to constitute the majority of the budget, amounting to over 83% of the total. Changes in employee salary and benefits reflect the recommendations of the SAU Compensation Committee. Those recommendations include a 2.75% cost of living adjustment, \$15,000 equity/merit pool as well as a decrease in employer health insurance contributions from 90% of HMO premiums to 88%. Those premiums are budgeted at a 12.2% increase – based on a guaranteed maximum price from the health insurer.

Two co-superintendents are budgeted plus a director of curriculum and assessment. A director of technology, eliminated from the budget two years ago, is included with the cost primarily offset by a reduction of a technology support position. A new part-time benefits assistant is included to support the human resources department. There is also an increase in budgeted hours from 37.5 to 40 for two positions.

Other items of note include:

- \$25,000 earmarked for technology upgrades
- \$40,000 to replace the central air conditioning unit at 34 West Street
- \$23,000 to replace two previously-leased copiers
- Advertising budget has been reduced by \$30,000 to reflect move toward electronic advertising as well as the anticipation that a costly search for a superintendent will no longer be necessary

A carryover surplus from fiscal 2007-2008 of \$161,731, up from \$84,277 the previous year, is the primary contributor to a net \$78,353 revenue increase. This change, combined with the increase in the expenditures budget, results in the overall projected increase in member districts' allocations cited above.

MOTION: Mr. Donegan moved to accept the budget as presented and move it forward to the full board November 24, 2008. Ms Coppola seconded.

Discussion ensued. Mr. Murphy felt that if the advisory committee votes to move the budget forward as is, effectively the committee has decided to forego the exploration of hiring a new superintendent. Feels the Organization Structure Review Committee has not yet given their recommendation nor have they completed the work they were charged with in the first place.

Ms. French stated that individual boards are in the process of reviewing the proposal brought to them by the current co-superintendent with plans to make a recommendation to the full board on November 24, 2008.

Mr. Adams stated that the Westmoreland board is in favor of staying with the current format of two co-superintendents.

MOTION: Ms. Idelkope moved to amend the motion to revise the apportionment for two superintendents and direct support staff with Keene paying 100% of the apportionment for Mr. Gurney's salary and that of his secretary, and the towns paying 70% with 30% paid by Keene for Mr. Woolridge's salary and that of his secretary. Mr. Briggs seconded.

The vote was 12-1 opposed with 1 abstention. The motion failed.

MOTION: Mr. Murphy moved to increase the budget by \$225,000 to \$2,941,809 to budget for salary and benefits for a superintendent. Ms. Idelkope seconded.

Discussion ensued.

With a vote of 9-4 opposed and 1 abstention, the motion failed.

Discussion on original motion to move the budget forward ensued. Vote called on Mr. Donegan's motion (seconded by Ms. Coppola) to accept the budget as present and move it forward to the full board.

By a vote of 13-1 in favor, the motion passed.

MOTION: There being no further business to come before the committee, Mr. Donegan moved to adjourn the meeting. Ms. Coppola seconded. The meeting was adjourned at 9:25 p.m.

*Respectfully submitted,
Cathy Dieter*

APPROVED: 10/27/08