

**S.A.D. #44 BOARD OF DIRECTORS  
MONDAY, APRIL 24, 2006  
7:30 PM – WOODSTOCK SCHOOL  
MINUTES**

Finance Committee Meeting – 6:45 PM – Woodstock School  
Facilities Committee Meeting – 7:00 PM – Tour of Woodstock School  
Personnel Committee Meeting - 7:10 PM – Woodstock School

**I CALL TO ORDER: 7:35 PM**

Directors Absent: Ms. Penczer

Others Present: Ms. Aloisio, Mr. Sabin, Ms. Waite, Mr. Powell, Dr. Murphy, Ms. Littlehale, Ms. Graham, Mr. McCarthy, Mr. Lambert, Dr. Whitman, Ms. Tancredelle, Mr. Rice

**Pledge of Allegiance**

**II ACTION ON MINUTES:**

Mr. Deegan moved to approve the minutes from the meeting held on April 10, 2006.

MOTION: Mr. Deegan      SECOND: Ms. Cross      VOTE: Unanimous

**III CITIZEN COMMENTS:** (maximum fifteen minutes)

None

**IV BOARD MEMBER COMMENTS:** (maximum fifteen minutes)

Ms. Cross mentioned that it was nice to see the Telstar Track Team holding meets at the school. The long distance runners did very well. She also stated that Telstar now has a Pole Vaulting Team and it's great to see the students learning a new sport. Ms. Cross also reminded the Board that the Spring Concert will be held next week.

Mr. Polak reported to the Committee on a new trend coming out of New York City where they are having trouble attracting qualified teachers. They are offering \$15,000 in housing vouchers, payable over three years.

Chairman's Report

None

**V COMMITTEE REPORTS:**

Education Committee: Mr. Polak – No Report  
Facilities & Ancillary Services Committee: Ms. Cross – Tour of Woodstock School was conducted prior to the meeting.

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Finance Committee: Mr. Pew – Committee met to sign warrants and has an agenda item.  
Negotiations Committee: Mr. Pew – No Report  
Personnel Committee: Ms. Brown – Committee has an agenda item  
Policy Committee: Mr. Farrington – No Report  
Region 9 Cooperative Board: Mr. Everett – Board is meeting April 25, 2006

**VI COMMITTEE/BOARD MEETINGS:**

SAD #44 Board Meeting: Monday, May 1, 2006 – Telstar High School – 7:30 PM  
Executive Committee: Wednesday, May 10, 2006 – 4:30 PM - EBS  
Education Committee: Monday, May 1, 2006 – 4:00 PM - EBS  
Personnel Committee: Tuesday, April 25, 2006 – 9:30 AM – EBS – meeting has been rescheduled to Tuesday, May 2, 2006 at 9:30 AM  
Facilities & Ancillary Services Committee: Wednesday, May 24, 2006 – 6:00 PM - EBS  
Negotiations Committee: None Scheduled  
Finance Committee: Monday, April 24, 2006 – 6:45 PM – Woodstock School  
Policy Committee: TBD  
Region 9 Cooperative Board: Tuesday, April 25, 2006 – 7:00 PM

**VII SUPERINTENDENT’S REPORT AND CORRESPONDENCE:**

- Resignations and Appointments – Dr. Murphy reported to the Board that he has accepted three resignations: Daniel Manson, THS English Teacher; Charles Newell, THS Ed. Tech II; and Carol Crockett, Lead Custodian at Crescent Park School.
- CEEI Update – Dr. Murphy will be forwarding to the Board a letter commenting on the Adult Education Program and Creative Economy Initiative. Ms. Waite has been very active in urging the Governor’s office to support this initiative.
- Region 9 addition project update – Dr. Murphy reported that the Board is continuing to meet. The project has been scaled back. Dr. Murphy is meeting with the Region 9 Board on Friday, April 28<sup>th</sup> and will continue to keep the Board updated.
- AFSCME Contract – Dr. Murphy reminded the Board that they have approved the AFSCME contract. The language is being reviewed and a formal document will be completed for Ms. Cummings’ and Union Representative’s signatures.

**VIII OLD BUSINESS:**

1. Ms. Cross motioned to accept the Personnel Committee’s recommendation and approve the appointment of Shawn Lambert to a two year individualized employment contract as Principal of Telstar High School. All salaries and benefits will be consistent with the negotiated agreement between the MSAD #44 Board of Directors and the MSAD #44 Administrators Association.

MOTION: Ms. Cross                      SECOND: Mr. Deegan                      VOTE: Unanimous

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2. Ms. Cross motioned to accept the Personnel Committee's recommendation and approve the appointment of Jean Waite to a two year individualized employment contract as Adult & Community Education Director. All salaries and benefits will be consistent with the negotiated agreement between the MSAD #44 Board of Directors and the MSAD #44 Administrators Association.

Mr. Polak requested a summary of the evaluation process leading up to these administrative nominations.

Dr. Murphy explained that these individuals have been employed with SAD #44 for a various number of years. The first two years are individualized one year contracts. In order to move to the next level they have to complete two successful years. After completing two successful years, the contracts are then written for two year cycles. Dr. Murphy explained that during the year he remains in close contact with the administrators through phone conversations, e-mail, and face-to-face meetings. The evaluation process is both formal and informal.

MOTION: Ms. Cross            SECOND: Mr. Deegan            VOTE: Unanimous

3. Ms. Cross motioned to accept the Personnel Committee's recommendation and approve the appointment of Russell Tornrose to a two year individualized employment contract as Principal of Telstar Middle School. All salaries and benefits will be consistent with the negotiated agreement between the MSAD #44 Board of Directors and the MSAD #44 Administrators Association.

Dr. Murphy informed the Board that Mr. Tornrose is recuperating well.

MOTION: Ms. Cross            SECOND: Mr. Deegan            VOTE: Unanimous

**IX NEW BUSINESS:**

1. Discussion - None
2. Adjustments to the Agenda - None
3. Ms. Cummings motioned to approve the appointment of Mr. Everett as Region 9 representative.

The Board thanked Mr. Everett for serving in this position for the past term.

MOTION: Ms. Cummings    SECOND: Ms. Cross            VOTE: Unanimous

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4. Mr. Deegan motioned to approve entering into a workshop session for the FY '07 School Budget.

MOTION: Mr. Deegan      SECOND: Ms. Cross      VOTE: Unanimous

**Workshop Session**

**Discussion on FY '07 School Budget**

Mr. Pew began by informing the Board that the Finance Committee had met several times over the past few weeks, including just prior to tonight's Board meeting. They have a recommendation for the Board but it was not a unanimous decision.

Dr. Murphy directed the Board's attention to the Agenda Presentation which is part of the packet of information Board members received prior to the meeting. Dr. Murphy briefly reviewed each item listed, providing background budget information for new Board members. He also reminded the Board that last year the Capital Projects budget had been cut significantly and the contingency budget was virtually eliminated. Dr. Murphy went on to review the additional cuts to last year's budget totaling approximately \$320,000. The Board was advised that the district's committed costs for FY '06 – 07 are approximately \$418,000 over last year. The increase in state funding from 84% to 90% will result in an additional \$408,161, which does not quite offset the increase in committed costs.

Dr. Murphy briefly reviewed the Budget Process, explaining that it begins with teachers making lists of items they need to run their classrooms. Administrators complete the same process for the entire building. The Administrators then meet with the Superintendent and Business Manager. The next step is to present a proposed budget to the Finance Committee and finally to the Board for discussion and approval.

Dr. Murphy moved on to the Add Items List for FY '07 Budget. This list is divided into two sections, Academic/Student Support and Operations, and consists of seven items for consideration. Dr. Murphy briefly reviewed each item, including rationale and estimated cost of implementation.

Following this review, the Board spent a considerable amount of time discussing the Add Items List. Several issues were raised regarding the Four-Year Old Program including transportation responsibility, regulations and costs, the necessity of the program and the impact on already existing local programs and daycares, the location and space to house the program, and an adequate number of potential students to justify the cost. Further research and discussion is needed.

Ms. Littlehale informed the Board that of the 10 students

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entering Kindergarten next year at Woodstock none of them has had any pre-school experience. The figure of \$80,000 would cover the cost of 2 half-time teachers and 2 half-time Ed. Tech positions plus supplies to run the classroom. The cost of transportation is not included. Mr. Pew noted that SAD #44 would receive half the cost tuition per student from the State. There is space available at both Woodstock and Crescent Park. Dr. Murphy stated that he has been in contact with local day care providers and has offered to meet with them at their request. Response to a recent parent survey indicated that many parents who already have children enrolled in a day care program would leave them in their current program. Head Start currently has had a waiting list to enter their program.

The issues raised regarding the Athletic Director position included whether or not the position would be posted publicly, the reassignment of the half-time teaching responsibilities held by the current AD Director, and the lack of a current Job Description for a full-time position.

After consideration, Dr. Murphy responded that if the position was made full-time, it would likely be posted. The Personnel Committee would be asked for a recommendation. Telstar is currently using a half-time long-term substitute for a half-time PE position at Telstar due to the lack of certified candidate. If the AD position is increased to full-time, there is the possibility of hiring a full-time teaching position. The Job Description for the AD is in the process of being completed.

Questions raised regarding the Separation of Transportation/Maintenance Positions included the availability of funds for the training of new personnel, job descriptions for the two positions, and the availability of the necessary equipment such as mowers.

Dr. Murphy responded that there is money set aside for staff development that could be used for training. Job Descriptions will be completed for each position. Mr. Rice assured the Board that SAD #44 has the necessary equipment to maintain the grounds.

The main question regarding Increased Schedule B offerings was what the new offerings would be.

Dr. Murphy responded that bowling, MS soccer and cheering were among the programs being considered. JV baseball and softball have already recently been included. Dr. Murphy reminded the Board that if the positions are budgeted for they do not necessarily have to be filled.

There was some discussion regarding the Math Specialist Position and the addition of one custodial position. Dr. Murphy provided the Board with a brief history of the math

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program at THS and TMS. No major issues were raised. A Job Description will be developed upon Mr. Tornrose's return.

Some questions were raised during the discussion of the Food Service Item. Dr. Murphy gave the Board a brief history of the program and discussed the intent to work with SAD #43 to obtain the services of their Food Service Director. This would represent a cost savings for SAD #44 while providing benefits such as the expertise of a nutritionist, better ordering of commodities and more food choices for students.

After the Add Item discussion Mr. Pew asked the Board for a straw vote on each item to help determine if an additional Workshop session was necessary prior to the Board voting on the budget on May 8<sup>th</sup>. The results of the straw poll showed that the majority of Board members could not support the Four-Year Old Program without clarification of some concerns expressed. The AD position and extra-curricular funding also saw split votes while a consensus appeared to be reached on the other items. An additional Workshop Session was scheduled for Monday, May 8, 2006 at 7:30 PM at Telstar High School. Dr. Murphy urged Board members to e-mail him with their questions in order to obtain the requested information prior to the next meeting.

The Capital Improvement Projects portion of the budget was discussed. Dr. Murphy gave the Board a brief history of the repairs needed to the entrance at Telstar High School. The cost would be approximately \$80,000. The proposal is to budget \$40,000 in FY '07 and \$40,000 in FY '08 to complete the project.

The Adult Education budget was discussed. Dr. Murphy informed the Board of his discussions with the Region 9 Directors regarding the SAD #44 contribution to Region 9 Adult Education programs. The current amount will be figured into the FY '07 budget but could drop by as much as \$9,000 if the Region 9 Board votes to change its funding formula and the Boards of the three school districts agree. Ms. Waite, Adult Education Director, spoke briefly regarding the Creative Economy Initiative.

Dr. Murphy briefly reviewed the FY '07 Budget Proposal Worksheet. He is recommending a reduction in the Curriculum Director's salary, benefit package and work year by 15% due to reduction in state requirements. This will result in a savings of approximately \$15,000.

Mr. Powell briefly reviewed the three page General Fund and Town Assessment Projection Worksheet.

5. Mr. Brown motioned to approve exiting the workshop session and returning to public session.

MOTION: Mr. Brown

SECOND: Ms. Cross

VOTE: Unanimous

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**ADJOURNMENT: 10:05 PM**

MOTION: Mr. Korhonen    SECOND: Mr. Farrington    VOTE: Unanimous

Respectfully Submitted:

David W. Murphy, Ed.D.  
Superintendent of Schools

dwm/st