

Cornish School District SAU Transition Committee Meeting
Wednesday, October 12, 2016 3:30pm
Cornish Elementary School
Town House Road

PRESENT: Nicole Saginor, Heidi Jaarsma, Merilynn Bourne, Justin Ranney, Susan Chandler, Larry Dingee, Linda Fuerst, Beth Lum, Kelley Patterson-Parry, Dan Poor, Jennifer Prileson, Caroline Storrs, Stuart Wilkie,

Nicole Saginor called the meeting to order at 3:32pm.

Approval of Agenda: Nicole passed out the agenda. Community Outreach/Rebranding and Education Program sub-committee reports were added to the agenda.

Approval of Minutes: Minutes of the September 12th meeting were reviewed. Spelling corrections were noted; Justin Ranney moved the minutes with corrections, seconded by Heidi Jaarsma. The vote to approve was unanimous.

Reports from Sub-committees

- a. **Establishment of the SAU:** Nicole reported that Beth and Frank toured Cornish School and our SAU offices today. The meeting was very congenial with many topics covered. Nicole reports that the contract is almost ready to be signed. The language we have been going over has been reviewed and included. Nicole stated that under item 7 on page 3, the date will be January 1st. Justin asked where the January 1st date came from and Nicole reported that it was Frank's input. That is the date by which Plainfield has to have negotiated its administrative contracts. Heidi asked about Exhibit "A". The numbers are very close to the ones we were using. Exhibit "A" as an attachment will include: Superintendent salary of \$50,777 Business Administrator salary of \$52,857 as well as Special Education Director salary of \$37,302. The total will be \$560 over what we projected. Under #5, page 2, Susan Chandler asked what the difference was between the cost of the team vs. direct expenses of the team. Nicole stated that language was put in there in the event there were other costs incurred. Jennifer asked about charges for mileage, etc.; could those sorts of expenses be added later. That was not covered but Nicole pointed out that you don't charge mileage going to and from work. Page 3 #9, Stuart Wilkie asked what ASA stood for; Administrative Services Agreement. Kelley Patterson-Parry asked if there was any potential for being back billed as had happened with Windsor. Heidi reminded the group that Windsor was able to do that specifically for High School tuition due to a VT statute that allowed the process; High School only. Our contract is pretty straightforward and does not allow for back billing. What happened in Windsor was a completely different issue. Justin is concerned that the annual fee language could be open to interpretation. On page 2, #5, Annual Fee, there was discussion about the annual fee. #5 should be Annual Cost, not "Fee" and the first sentence should omit the word "fee" and replace it with the word "amount". In section #6, change the last word to "cost". Item #7, change to "Notification of Costs". Nicole next reviewed the IT

Services Agreement with Windsor Southeast Supervisory Union. The only issue Nicole can see is the transition cost. We had budgeted \$3,000 for this work. What we didn't know was that we would be looking for someone to do our web site. Windsor has a full time web person on staff and they strongly suggest that we have that work done prior to July 1st. They are asking for \$2,000 for this work. Nicole will ask the school board that \$4,000 of this year's IT funds be dedicated to this work. On page two, #2., "Term", perhaps we should separate Transition Period from Annual Services. Two separate sections so as not to confuse. Under Transition Costs, revise to state that Windsor will invoice Cornish for the quarterly payments.

- b. **Community Outreach/Re-branding:** Jennifer Prileson reported on the 9/22 meeting of the subcommittee. She passed out minutes from the meeting. Melissa Drye and Jennifer met on 9/15 to submit the Tuck School Consulting Services application. She has asked for three distinct logos and tag lines to represent the identity of SAU 100. She has asked for the Tuck Team to come to Cornish to meet with community representatives. Jennifer reported that the application has been approved and the Tuck Team will be meeting with her soon. She will be contacted next week for a specific date. The group discussed the process for press releases. It was decided that all press releases should come directly from the School Board.
- c. **Education Program:** Sept 14th meeting minutes were passed out and reviewed. Jennifer Prileson and Linda Fuerst worked on a 6-year review cycle for existing curriculum. Jen discussed standards-based grading. Revisit on some levels. Analyze current and future district level support. Future educational program options are being studied including costs and time.

5. Timeline of areas to be addressed by sub-committees. We are all waiting for contracts to be signed. Merilynn Bourne reported that she has received the expense file for Cornish from SAU 6. She is still waiting for the income file. She expects to call a meeting of the Business and Finance Subcommittee the first week of November. All members of the subcommittee have received a copy of the file from SAU 6.

6. Next Meeting: November Monday the 7th. 3:15pm

There being no further business, Merilynn Bourne moved to adjourn at 4:55pm, seconded by Justin Raney.

The vote was in the affirmative.

Respectfully submitted,

Merilynn Bourne
School District Clerk & Transition Committee Secretary