

July 13, 2016 Cornish School District/SAU 100 Transition Committee Meeting Minutes

PRESENT: Nicole Saginor, Heidi Jaarsma, Caroline Storrs, Susan Chandler, Kellie Parry, Larry Dingee, Mike Monette, Stuart Wilkie, Rebecca Rumrill

Nicole Saginor called the meeting to order at 3:17 pm.

The minutes of the June 20 Transition meeting were reviewed. Notechanges: Heidi and Dale met with Jennifer Prileson and Mike Monette as the Office/Facilities sub committee. Change "She" to "They."

In the Curriculum/Instruction/Assessment Committee Report change "Caroline also feels..." to "The Committee also feels..." and "She" to "The Committee."

Under Community Outreach/Branding change "on" to "as" in "the "link" should be the same as..."

It was noted that the minutes after approval are posted on the Town website. Dale Lawrence will also keep a notebook of the Transition Committee meetings in the school office.

Heidi Jaarsma moved to approve the minutes as amended; Caroline Storrs seconded. The vote was in the affirmative.

Nicole Saginor reviewed the agenda. Caroline Storrs moved to accept; Susan Chandler seconded; The vote was in the affirmative.

Nicole reiterated that our charge as a Transition Committee is to make sure that the process for making decisions will be in place and stressed that the Transition Committee and sub committees will not be making decisions, but rather that is the School Board charge.

Establishment of SAU report:

Nicole reported that she and Justin Ranney met with Superintendent David Baker and Tech Director Larry Dougher of the Windsor South East Supervisory Union (WSESU). Larry had visited Cornish School last year. There had been a discussion at the last Board Meeting of the placement of the server in the school. Larry stated that in the future that will not be a concern because everything will be in the cloud. He stated that once SAU 100 "signs on" we will get the same level of service as the other districts that they serve. They will build a website for us. They will be on site 2 four hour days. They will have a ticket system for off day repairs. They will do workshops for Professional Development. Nicole described the Tech people as "school based tech people—not just tech people."

Nicole asked about report cards. WSESU appears to have "solved" the report card problem that has occurred with the need for standards based reporting. They have an online report card which outlines the overall areas to be mastered. A parent can click on the "big areas" to highlight all of the skills that make up that standard. The result is the elimination of what could be a 32 page paper report card with the on line reporting. Of course, paper reports can also be requested.

Larry Dingee wondered whether WSESU had been consulted about the telephone work now underway at CES. He was disappointed that we are this stage without their input. Nicole said that she would contact WSESU to let them know what is being done and to connect them with Mike Monette.

Nicole and Justin also visited Plainfield to meet with the Superintendent, the Finance Director and the School Board Chair. Plainfield appears very excited about opening the doors of collaboration with possibilities in sports, theater, and possibly foreign language. They discussed what a contract would look like. The consideration is a Management Services Contract. Plainfield hires a superintendent for 2 ½ days a week. Cornish is asking for an additional 1 ½ days of Superintendent Services on site at CES. Additionally, the Finance Director will be on site at CES for 2 days. Superintendent Perrotti reiterated that the job of a superintendent is a 24/7 responsibility and that he can be accessed when not on site by email or phone or in an emergency.

Nicole and Justin have an appointment with attorney Michael Fuerst this week to draft a points document. Cornish will look at the terms; Plainfield will look at the terms. The School Board will approve and, hopefully, a contract will be signed by the fall.

Cornish will also be purchasing Special Ed Director services from Plainfield. As of now, that is an interim position. Cornish and Plainfield will together be choosing a new Special Ed Director. The contract should have a clause as to how to resolve differences should there be any.

The initial contract for all three positions will be three years. Ultimately, there might be an Evergreen contract which would have an end date each year, but it could be extended if there is no objection.

Mike Monette raised questions as to buying services in the future. Hopefully, at the next meeting, there will be a draft of the points document which will answer some of the concerns.

Physical Plant report:

Dale and Heidi went to the Dow Building twice where they had a "tour" of the Cornish files. They feel that 10 filing cabinets will be plenty. Justin has a lead on free file cabinets with locks and Kellie Parry has also offered to look at DHMC's available file cabinets.

Business and Finance Report:

Heidi met with SAU 6 Finance Director Mike O'Neill. Mike is fine moving older financial records that have already been audited sometime after the March 2017 School Meeting. The current 16-17 records can be released as soon as they have been audited. 2015 has yet to be audited, Mike is hoping to have the Cornish audit completed by July 2017 and to close the books by August 2017.

Heidi suggested that a memorandum of understanding written for all who have access to the records. The Dow is beginning to separate the financial records. They will fill 10-20 bankers boxes.

The last pay date is 6/30/17 (the pay period ends the week prior.) Mike suggested making it a three week pay period and, then, SAU 100 will be responsible for the next payroll 7/14/17.

There was a discussion of accounts payable and how to deal with invoices that come in after 7/1/17. If SAU 6 pays them, they need to let Cornish know, because they will not be on our books for 16/17 (when we did not have books). Our Finance Director's first books are 17/18.

We need to notify all vendors of our change of address (from SAU6); each vendor needs to fill out a new W9.

Points to consider: Continue with Claremont Savings Bank or change?

Heidi clarified that SAU6 is responsible for assisting us with the preparation of the 17/18 budget. Mike will project revenues for 17/18 and SAU6 will file all of the appropriate forms with the state. The new Finance Director will be responsible for the MS25 using SAU6 info and Mike will be responsible for the annual report.

After the contract is signed with the Plainfield Finance Director, Mike and she can get together. SAU6 uses Visions and Plainfield uses Harris, so there needs to be a discussion about the logistics of importing financial records.

Heidi said that Mike O'Neill was very helpful and seems very aware of what needs to transpire in this transition. Heidi will provide bullet points of what needs to be included in the Memorandum of Understanding. A priority will be a timeline of who is providing what.

Nicki stated that the Tech relationship will start in the fall with Larry Dower making himself available to staff and the school to find out what they need.

Rebecca Rumrill, a recent Windsor HS graduate, is new on the committee as a community member.

Future Agenda Items:

- *Bringing terms of the contracts with WSESU and SAU 32
- *Business and Finance report
- *Filing Cabinets
- * Space- when can we start setting things up in the Meeting Room
- *Timeline for Memorandum of Understanding and contracts with bus, food service

Next Meeting Date: August 17, 2016 3:15 pm

Larry asked about the existence of Service Contracts for equipment? Are they at the Dow or at CES?

Caroline moved; Rebecca seconded to adjourned at 4:25

Respectfully submitted,

Susan Chandler