

Cornish School District SAU Transition Committee Meeting  
Monday, September 12, 2016 3:15pm  
Cornish Elementary School  
Town House Road

PRESENT: Nicole Saginor, Heidi Jaarsma, Merilynn Bourne, Justin Ranney, Susan Chandler, Larry Dingee, Linda Fuerst, Kait Jones, Beth Lum, Kathleen Maslan, Kelley Patterson-Parry, Dan Poor, Jennifer Prileson

Nicole Saginor called the meeting to order at 3:15pm.

Approval of Agenda: Nicole passed out the agenda with corrections. Heidi Jaarsma moved to accept the corrected agenda, seconded by Dan Poor. Vote was in the affirmative.

Approval of Minutes: Minutes of the August 17<sup>th</sup> meeting were reviewed. Spelling corrections were noted as well as the time of adjournment, which was 4:57pm. Justin Ranney moved the minutes as amended, seconded by Heidi Jaarsma. The vote to approve was unanimous.

Sub Committee Structure: Nicole passed out a new organizational chart dated 9/12/2016 for reference. Heidi Jaarsma is no longer a co-chair of the Business & Finance Sub-committee but will sit on the sub-committee.

Reports from Sub-committees:

- a.) Heidi reported on Physical Plant. Filing cabinets have been purchased and are on site. Desks are next to arrive. Smart Board projector will remain in the SAU 100 office but the smart board has been removed. Heidi is looking for a screen for the projector. She is putting together a draft Document Retention Policy. Once we have a superintendant contract we can start to move forward with more purpose. Her sub-committee is researching cubicle dividers.
- b.) Nicole provided an update on the Technology Contract with Windsor. She shared the draft agreement with the committee. Windsor will “treat us as one of their schools to ensure we have the same level of service they receive”. The contract cost of \$30,000 should be cost neutral within the school budget. Jennifer added that If web site domains, etc, change there will be some upfront costs to set such sites up. Nicole responded that those costs are part of the transition costs. Jennifer would like to know what assessment software is used by WSESU. The licenses for assessment software are costs that need to be considered. Nicole suggested that investigating the possibility of coordinating assessments with either Plainfield and/or WSESU would make sense.
- c.) Establishment of SAU 100: Nicole reported on the Management Services Agreement (MSA) discussion points between Plainfield (SAU #32) and Cornish (SAU #100). One change from the last draft is the number of FTEs for the Special Education Director. Also Cornish will need to work on developing administrative practices including performance evaluations and goal setting processes to utilize within a joint SAU committee. The term of the MSA will be three years with one year’s advance notice of intent to terminate and an automatic two (2) year renewal unless notice given. For stability for both towns, Nichole feels this is a good agreement. The group

discussed means of terminating the contract. We need notice for part “c” to be defined. Susan suggested defining “notice”. Notice of termination should be written for automatic renewal term. Under the “term” of the MSA, combine a. and b. and under c., expand what written notice means. Susan Chandler asked about 9a, it appears there is a sentence in that portion that does not belong. Nicole agreed. It will be removed. Under 9b, regarding termination for cause, Cornish and Plainfield are hammering out language about joint consulting as well as disagreement about “cause”. The MSA states that, when required, parties will consult with outside counsel and follow said counsel’s advice, with both parties (SAUs) sharing the cost equally. Under 10., change Plainfield Administrative Staff to Plainfield Administrative Team. Under 11., Dan Poor asked why the agreement pertains only to the Superintendent and not the other two members of the team (Finance director and Special Education Director). Nicole explained that it is the Superintendent who recommends/hires the other two members of the team but Cornish will have input. Nicole will make the suggested clarifying changes to the draft MSA, get it to Plainfield and hope it can be returned to Cornish in time for the next School Board Meeting. It was clarified that this agreement covers Administrative Team Services only.

d.) Jennifer reported that the Rebranding group is looking to have TUCK students take the project on.

Future Meeting Dates/Times:

The next Transition Committee meeting will be Wednesday October 12<sup>th</sup> at 3:15pm at the Cornish School.

It was reported, for the record, that the “Physical Plant” sub-committee met on Sept. 1<sup>st</sup> to discuss Office Furniture. Those present were Jennifer Prileson, Heidi Jaarsma and Dale Lawrence. The SAU Establishment sub-committee met on September 6, 2016 at 1:00pm to discuss the Management Services Agreement Discussion Points. Present were Nicole Saginor, Justin Ranney, Susan Chandler, Wells Chandler and Dan Poor.

There being no further business, Heidi Jaarsma moved to adjourn at 4:47, seconded by Larry Dingee.

The vote was in the affirmative.

Respectfully submitted,

Merilynn Bourne  
School District Clerk & Transition Committee Secretary