

APPROVED

**WASHINGTON NORTHEAST SUPERVISORY UNION BOARD MEETING MINUTES
Thursday, April 17 2014, 6:30 p.m. – 8:00 p.m., Twinfield School Library**

PRESENT: Sharon O'Connor, Patrick Healy, Dan Gadd, Ry Hoffman; Administration: Nancy Thomas, Superintendent; Christina Kimball, Acting Business Manager; Absent: Chris Tormey

Call to Order Sharon O'Connor, Vice Chair

Public Comment

None

Consent Agenda

- a. Approve March 20, 2014 Minutes – Patrick Healy moved to accept the minutes as written, Dan Gadd seconded – unanimously approved

Reports

- a. WNESU FY13 Audit Review – John Mudgett and Tyler Kimberley
- Auditors from Mudgett, Jennett and Krogh-Wisner, P.C. addressed the group to review the FY13 audit report.
 - The group discussed the food service program, internal controls, material weaknesses and audit findings. John noted audit findings 13-1 and 13-2 and advised the board to formalize fund balance policies. These are the same issues that are being addressed in the TUS and Cabot audits.
- b. FY14 Financial Update – Christina Kimball
- Revenues are on track
 - Expenditures - slightly over spent, due in part to the unanticipated need for a new phone system, consulting and legal fees.
 - Bottom Line – projected short fall of \$1,200. WNESU has a small fund balance that will cover this if needed.
- b. Superintendent Report - Nancy Thomas
- Letters of Intent were distributed on April 14 to Faculty members. Support staff will receive their Letters of Intent on April 29.
 - Cabot School suffered an unexpected passing of a staff member on Friday, April 4, 2014.
 - Cabot school is in the process of hiring three elementary teachers and has hired a Design Technology teacher. In addition Cabot School is in search of an Interim Principal and will be posting openings for an Art teacher and Responsive Interventionist.
 - Twinfield Union School is in search of a grade 5/6 teacher, Choral and Elementary Music teacher, a Preschool teacher and a part-time High School English teacher. A High School Social Studies teacher opening has been posted.
 - In the Central Office, Christina Kimball has been appointed Acting Business Manager for the remainder of the fiscal year.

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Board Discussion

- a. Business Office Plan and Job Descriptions – Nancy Thomas
 - Nancy recommended to the board the following plan:
 - Promote Christina Kimball to Business Manager
 - Promote Ashley Young to Fiscal Services Bookkeeper
 - Hire a Fiscal Services Clerk
 - Hire George Cormier to Mentor the Business Manager for six months
 - Temporary clerical support is also being provided for the business office
 - Job Descriptions for the three business office positions have been updated
- b. WNESU Calendar
 - The board reviewed the 2014-2015 School Year Calendar.
- c. Consolidated Federal Program Grant – Nancy Thomas
 - Due to census changes there is more Title I funds than in previous years.
 - Professional positions will continue to be funded in pre-k and early literacy. Paraeducators can no longer be paid out of CFP. Pat's position is partially funded from Title II.
 - Funds are reserved for supplemental services as required by law.
 - Investments will continue in mathematics training with Prof. Mahesh Sharmah, through the regional Professional development group, LAPDA. We will continue Writer's workshop with Teacher's College and Language arts at higher grades with the Higher Ed collaborative.
 - Summer programming is being considered for the additional funds

Board Action

- a. Approve Business Office Plan
 - Patrick Healy moved to approve the Business Office plan, requesting to review the plan in December, Dan Gadd seconded – unanimously approved.
- b. Approve issuance of central office contracts
 - The group reviewed and discussed administrative contracts – Sharon O'Connor moved to offer two year contracts to central office administration, Patrick Healy seconded – unanimously approved.
 - The group reviewed central office staff salary increases. Patrick Healy moved to approve the 3% increase for central office staff, Sharon O'Connor seconded – unanimously approved.
- c. Authorize the Superintendent to sign employment contracts on behalf of the Board – Patrick moved to authorize, Dan Gadd seconded – unanimously approved
- d. Authorize Superintendent to sign and administer the Consolidated Federal Program Grant – Patrick moved to authorize, Dan Gadd seconded – unanimously approved
- e. Authorize Superintendent to sign and administer the Local Education Agency Plan of the IDEA Grant – Patrick moved to authorize, Dan Gadd seconded – unanimously approved
- f. Authorize Superintendent to accept, to administer grants and to act as the LEA representative – Patrick Healy moved to authorize, Dan Gadd seconded – unanimously approved

Executive Session

Adjournment - 8:30 p.m.

Respectfully Submitted

Sylvia Charron, Transcriber