

MONADNOCK REGIONAL SCHOOL BOARD
SAU Withdrawal Study Committee Meeting
June 1, 2010
Library at Camp Takodah, Richmond, NH
Approved Minutes

Committee members present: James Carnie (Board member) Eric Stanley (Board Member), Norm Dion (citizen), Wendy Martel (citizen), and Dr. David Hodgdon, Assistant Superintendent (representative to the committee from the administration), Anna Thackston (citizen) and Jane Fortson, (citizen-chair), Neil Moriarty (Budget Committee Representative) Additional Administration present: Dr. Kenneth Dassau, Superintendent, Jude Bischoff, Director of Special Services and Penny Bell, Director of Human Resources from SAU #38.

1. **Approval of Minutes** – The committee approved the minutes as amended to include Neil Moriarty among the absent, not the present members.
2. **Public Comments** - None
3. **Discussions with Superintendent, Director of Special Services, and Human Resource Director at SAU #38-** The committee started by asking Jude Bischoff, the Director of Special Services at SAU #38 to help the committee understand the makeup of the Special Services department and the services they currently provide to the SAU and what amount of time/services are provided to Monadnock relative to the other districts within SAU 38. Jude explained that she currently has five persons working within her department, including herself, two out of district coordinators and 2 administrative assistants. Jude explained that the out of district coordinators work with specific placement sites as opposed to specifically for a particular district. She explained that Monadnock currently has approximately 25 to 30 out of district placements with Hinsdale and Winchester have approximately 10 and 18 respectively. Jude explained many of the functions performed by her staff ranging from being the liaison between the districts and the state to placement assistance, to billing to setting up special education transportation and performing clerical functions as well as. Jude was asked what she could see duties her role would perform if they could be dedicated to just one district. She had many items that would fill that time including spending time with the Curriculum director establishing pre-identification measures, more RTI work (Response to Intervention) and furthering the Train the Trainer program that they have been implementing and setting up a liaison in each building. Penny Bell the Director of Human Resources at the SAU explained her role and areas of responsibility. Penny oversees the Payroll area and currently has been filling in for the vacant position of business manager. She stated she deals with 1-9 issues, government compliance, coordinator the hiring processes, working updating employee manuals, handling all kinds of grievance issues and walk-ins that need assistance with applications or other personnel issues. and spends most of her time servicing the Monadnock district. Penny stressed the amount of time updating the very outdated employee manuals takes, and it becomes difficult to balance that with the more immediate needs that arise on a day to day basis within the HR department. If given more time she would probably spend it addressing the employee manuals to bring them current, Dr. Dassau stressed the importance of all the functions/positions at the SAU and detailed the roles members and direct reports played. He stated he spends about 80 to 85% of his time working

with Monadnock. He detailed the services he provides to the other districts and his role as the head of all the districts and responding to their needs. He stated he would spend more time updating the policy manual as so many updates come in from the state board that never get addressed, and some of the policies were so old that there were many parts that no longer applied.

4. **Update of Discussions with LGC** – J. Fortson stated that she has sent an email to Melissa Briggs, but has yet to receive a reply.

5. **Public Comments** - None

6. **Next meeting, time, place, agenda** – Troy, NH at 6:30pm.

Respectfully submitted by Jane Fortson