

**Saco Board of Education
Minutes of December 10, 2002
7:00 PM**

Call Meeting to Order

The meeting was called to order by Chair Rivest, at 7:00 PM. Members present: Chair Allen Rivest , Vice Chair Tim Christenbury , David Galli , Jean Leach , Carol Doyle , Superintendent Tomaszewski, Business Manager Terry Towle, Principals Jim Dunn, Steve Marquis, Maureen McMullin , Peter Harrison and Special Services Director Cathi Faust.

The Pledge of Allegiance was recited**Approval of Minutes**

A motion was made by Tim Christenbury and seconded by Allen Rivest to approve the Minutes of November 26, 2002 as presented. Voted unanimously.

Adjustments to the Agenda

Item X. A. Enterprise Reporting System (ERP) presentation was moved to before Correspondence.

The Superintendent introduced Michael Carrier as the new school Resource Officer thanks to the COPS Grant.

Enterprise Reporting System (ERP) presentation

The Superintendent gave the background of the Enterprise Reporting System for the benefit of the new Board members. She then introduced Lisa Parker, City of Saco Finance Director and Rick Michaud, City Administrator.

Lisa Parker described the Enterprise Reporting System and how the new system would benefit both the City and the School Department. The program is web-based and would be available for every department. There would be password protection for the different modules. She believes the system would allow principals to view reports on a read-only basis, payroll would be simplified, there would be time savings with purchase orders, the GIS system could be used for bus routing purposes, snow cancellations could be done by reverse 911 calling. Currently there is double work being done as the school enters their information on their side and then the City has to enter the schools information on their side. This would allow that extra step to be done away with and making reconciliation a lot easier.

Ms. Parker explained the city is not expecting the school to contribute to the capital investment. However, there would be a \$21,000 yearly maintenance and upkeep fee for the school. The City Council is looking for an endorsement from the School Board showing they will support ERP. The increase expected in the school budget to cover the yearly fee will be discussed at the December 16 workshop.

Rick Michaud highlighted the costs in the packet that was distributed to the Board and explained what MUNIS would do for technical support.

The Superintendent asked for clarification that the City would pay the full purchase price and that the \$21,000 would be capped at a 5% increase for the next 4 years. She also asked if an additional site license would be needed if Principals ' were to

have access to the system.

Ms. Parker said the City would pay the purchase price and there would not be an additional site license needed. The system includes 30 users and they would not be using them all. There would be 18 users left for any other administrator to come in and use the system on a read-only basis. If they find they don't need that many users, the number can be reduced. She also assured the Board that Dayton would be a completely separate database to which only Terry Towle and the Business Office would have access. Personnel files would also be a blocked module so the City would not have access to the School's and the School would not have access to the City's.

Discussion was held on archiving the current files, how maintenance/upkeep costs were negotiated between the departments and if the City would consider carrying the cost for the school, if the school could come on at a later date and how that may increase any costs.

Ms. Parker said if the City signs the agreement by December 31 they get a \$36,000 discount which is why they would like to know if the school will endorse the system.

Lisa Parker thanked the Board for their time.

The Board thanked Ms. Parker for her presentation.

Discussion was held on the pros and cons of the system and the system in current use. Concern was also expressed over the costs and other new costs the school has taken on.

A motion was made by Allen Rivest and seconded by David Galli that the Saco Board of Education by affirmative vote, endorse the City's initiative to switch to the Enterprise Reporting System program. Voted unanimously.

Correspondence

- A. Letter of appreciation from a parent
- B. Health Reports – it was decided that Health Reports should go into the Staff Report category in the future
- C. Thank you letter from Judy Goodness and Charlie Hadiaris regarding the Pumpkinfest
- D. Allen Rivest mentioned a letter of concern he had received from a parent on the funding of the Ferry Beach Ecology School program.

Public Session

None

Superintendent's Report

Superintendent Tomaszewski reported Part I of the New School Board members orientation was held at the Central Office November 27th. Part II will be held this Friday.

On December 21 the Superintendent attended the Burns School MEA kickoff assembly and Breakfast along with Mayor Johnson and Pat Jackman.

On December 5 and 6 she attended the Collective Bargaining Conference in South Portland .

Principals and Directors are meeting with the Superintendent this week to present their 2003-04 budget requests.

The Crisis Management Team met December 6 at Central Office. Chief Brad Paul of the Saco Police Department and Deputy Dube of the Saco Fire Department participated.

Michael Carrier has been selected as School Resource Officer.

The Academic Committee meeting was moved from December 9 to December 16. A copy of the agenda will be distributed to Board members.

Staff Reports

Discussion was held on the new report cards and some survey results.

Committee Reports

Facilities Committee – Tim Christenbury reported the committee met last week and are working on the Facilities Agreement between the School and the City. He feels they should have the completed agreement to present to the Board soon.

Old Business/Action Items

90 Beach Street Property recommendation

Discussion was held on the current square footage of office space and the square footage of just the 1st floor of the 90 Beach Street property and how it was not adequate to house the Central Office Staff.

A motion was made by Tim Christenbury and seconded by Allen Rivest for the Board to authorize the Superintendent to pursue financial arrangements to ensure a lease-purchase agreement with appropriate, functional renovations are completed and reported back to the Board. Voted unanimously.

Rick Michaud mentioned this is seen as a 3 part program. The first part would be to fix the roof, the last part the parking lot and the 2nd part inside renovations and have them completed in time to move in. Funding would be from the City side and their Capital Improvement Program. City Council needs to be convinced of the need for having the 2nd floor completed and other renovations.

Athletic Stipends Update

Jim Dunn gave an overview of the current list of all positions filled and funded.

The Superintendent noted the need to clarify these positions in the negotiation agreement this year.

New Business/Action Items

Election of Chairperson

A motion was made by Allen Rivest and seconded by Carol Doyle to nominate Timothy Christenbury as Chair. Voted 4-1(Tim Christenbury abstained). Motion passed.

Election of Vice Chairperson

A motion was made by Allen Rivest and seconded by Jean Leach nominate David Galli as Vice Chair. Voted 4-1(David Galli abstained). Motion passed.

Appointment of Board members to subcommittees

Warrant Committee – Allen Rivest , Tim Christenbury , David Galli

Legislative Representative – Jean Leach

Capital Improvement Committee – Tim Christenbury

Adult Education Joint Board – Carol Doyle , Jean Leach

Negotiations Committee – Allen Rivest , Tim Christenbury

Policy Committee – Carol Doyle

Transportation Committee – David Galli

School Calendar Committee – David Galli

PDT Representative – Tim Christenbury , (David Galli may come on later)

Facility – Tim Christenbury

Technology Committee – Carol Doyle

Dropout Prevention Committee – Jean Leach

1st Reading of Policy IL – Evaluation of Instructional Programs

A motion was made by Tim Christenbury and seconded by David Galli to accept the 1st Reading of Policy IL – Evaluation of Instructional Programs. Voted 5-0. Motion passed.

1st Reading of Policy AD – Educational Philosophy/Mission

A motion was made by Tim Christenbury and seconded by David Galli to accept the 1st Reading of Policy AD – Educational Philosophy/Mission.

A motion was made by Allen Rivest and seconded by Jean Leach to amend the motion to add to the policy music and related arts under paragraph A. Voted 3-2 (Tim Christenbury , Jean Leach). Motion passed.

The original motion was then voted 3-2 (Tim Christenbury , Jean Leach). Motion passed.

Executive Session

A motion was made by David Galli and seconded by Allen Rivest to enter into Executive Session at 8:35 PM to discuss a personnel request for leave of absence. Voted 5-0. Motion passed.

Action(s) as Result of Executive Session

Declared out of Executive Session by Chair Christenbury at 9:59 p.m.

Action(s) as Result of Executive Session

A motion by Allen Rivest “ the Board grant leave to Nancy Sullivan in order she may fulfill her term in the legislature of the State of Maine at no additional cost to the City of Saco Board of Education and the School Department in accordance with her proposal. Further, dispensation with existing applicable Board policy shall expire June 30, 2004 and is made without precedent.

Adjournment

Motion to adjourn by David Galli and seconded by Tim Christenbury at 10:04 PM . Voted 5-0.

Minutes prepared by:
by:

Respectfully submitted

Tonya S. Muchemore, Recorder

Elaine Tomaszewski

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