

**GROTON-DUNSTABLE REGIONAL SCHOOL COMMITTEE**

**Workshop Meeting Minutes - Prescott School**

**August 3, 2009 - 6:00 PM**

*(Approved 8/19/09)*

Workshop called to order 6:03pm

Present – Paul Funch, Erik Dichter, Pete Carson, Berta Erickson, Jim Frey, Jon Sjoberg,  
Alison Manugian, Dr. Genovese, Atty Greenspan

I Motion made and seconded to enter Executive Session for discussion pertinent to MGL Ch39,  
Sec 23B-3 – For discussion of contract renewal of non-union employee.

Paul Funch (second)	Yes	Alison Manugian	Yes	Jon Sjoberg	Yes
Berta Erickson	Yes	Pete Carson (motion)	Yes	Erik Dichter	Yes
Jim Frey	Yes	Motion passed via roll call vote – 7:0:0			

II 7:10pm - Motion made and seconded (see chart) to end Executive Session and return to Workshop.

Paul Funch	Yes	Alison Manugian	Yes	Jon Sjoberg (motion)	Yes
Berta Erickson	Yes	Pete Carson	Yes	Erik Dichter (second)	Yes
Jim Frey	Yes	Motion passed via roll call vote – 7:0:0			

III a. Administrative Curriculum Secretary Job Description

- responsibilities haven't changed, only description & title,
- Four levels in the district – this is highest skill set, confidentiality etc.
- Motion made and seconded (see chart) to change Administrative Curriculum Secretary Job Description as distributed and proceed to posting of position. Unanimous approval.

Paul Funch	Yes	Alison Manugian	Yes	Jon Sjoberg (second)	Yes
Berta Erickson (motion)	Yes	Pete Carson	Yes	Erik Dichter	Yes
Jim Frey	Yes	Motion passed – 7:0:0			

b. Non – union Salary Recommendations (still 3 non union salaries being considered)

- See handout – Remove Tom Fuller & add Richard Shaw at \$13.19 an hour
- All increases (2%) were in budget moving forward
- Motion made & seconded (see chart) to approve FY10 Non-union Employee salary recommendations as altered. Unanimous approval.
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Paul Funch (motion)	Yes	Alison Manugian	Yes	Jon Sjoberg (second)	Yes
Berta Erickson	Yes	Pete Carson	Yes	Erik Dichter	Yes
Jim Frey	Yes	Motion passed – 7:0:0			

c. Hiring additional paraprofessionals – informational item

- 5 (1 replacement) needed – 4 stem from alteration to IEPs & return to district from outside placements – should yield overall savings, will know for sure late Sept.
- Unbudgeted expense to be discussed - IDEA funding?
- Need to be in compliance to start off school year

d. Bids on projects

- LCD projector installation @ Middle School – out of MS Building Funds  
Motion made and seconded to award contract to New England SoundVision LLC.

Paul Funch	Yes	Alison Manugian	Yes	Jon Sjoberg (second)	Yes
Berta Erickson (motion)	Yes	Pete Carson	Yes	Erik Dichter	Yes
Jim Frey	Yes	Motion passed – 7:0:0			

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d. Bids on projects (*con't*)

- Painting of Union Building –  
Could be funded as building maintenance project, from insurance line items with savings, CPA funds? (Jim to investigate)  
Motion was made and seconded to award contract to scrape, prime and paint to Roubakis Contracting in the amount of \$17,219.

Paul Funch	Yes	Alison Manugian	Yes	Jon Sjoberg (second)	Yes
Berta Erickson (motion)	Yes	Pete Carson	Yes	Erik Dichter	Yes
Jim Frey	Yes	Motion passed – 7:0:0			

e. Agenda Format Policy – File BEDB - informational presentation

- add in New Business section prior to adjournment
- add in policy review steps and items for each policy discussion
- Voting Method - Exec. Session requires role call, regular meetings do not

f. 8/5 Workshop – 6:30 start time – Strategic planning for discussion

g/h . Annual meeting schedule distributed

- One known conflict in November – to be reviewed & updated

i. MASC/MASS joint conference November 18-21 in Hyannis

IV- Financial Planning

a. Minimum Contribution -

- State adjusted Dunstable contribution down about \$38k, so Groton goes up same amount
- State advising do nothing stance as there are conflicts with approved budget
- Clarification that cut of \$38k to budget is not similar to \$51k cut requested by Dunstable, which would have yielded a total reduction of \$230k overall

b. Casella Bonding Plan

- Process ongoing, will have more details soon

c. ARRA/IDEA

- \$426k IDEA funding in coming year
- Grants are run separately from rest of budget, will need to move costs out of budget into grant funding – complicated to explain, caution for FY 2011 discussions

V- School Committee Goals & Objectives – 2009-2010 - To be included in staff handbook

- Ideas include – (too many, list to be reduced & discussed)  
Superintendent Search  
Strategic Plan – how far to run with process  
Policy review & compliance  
Improve subcommittee structure & transitions  
FY 11 Budget Communications  
Move toward environmentally responsible SC practices

VI- Superintendent Search Process

a. Begin ASAP – want completion in Feb/March

b. Will eventually form subcommittee & committee with public representatives

- Suggestion to do Assessment Centers prior to hiring – Jim/Berta to investigate MASC and town history of this

c. Ideas discussed

- Sharing superintendent with another district
- Dividing position into Super. with Academic Focus and Asst. Sup. as Finance Manager.
- Having outside group do search for us/with us
- Further discussion tabled until Wednesday

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VII - New Business

VIII- Motion was made and seconded to adjourn meeting, motion passed unanimously

Paul Funch	Yes	Alison Manugian	Yes	Jon Sjoberg (second)	Yes
Berta Erickson	Yes	Pete Carson (motion)	Yes	Erik Dichter	Yes
Jim Frey	Yes	Motion passed – 7:0:0			