

SAU 41 GOVERNING BOARD
OCTOBER 3, 2019
MEETING MINUTES

A regular meeting of the SAU 41 Governing Board was conducted on Thursday, October 3, 2019 at 6:01 p.m. at the Captain Samuel Douglass Academy, Brookline, NH.

Erin Sarris, Chairman, presided:

Members of the Board Present: Cindy VanCoughnett, Vice Chairman
Tammy Fareed, Treasurer (arrived at 6:05 p.m.)
Brooke Arthur, Secretary (arrived at 6:30 p.m.)
Holly Deurloo Babcock, Chairman, COOP School Board
Kenneth Haag, Vice Chairman, Brookline School Board
Rebecca Howie, Secretary, Brookline School Board
Amy Kellner, Hollis School Board
Melanie Levesque, COOP School Board
Matthew Maguire, Chairman, Brookline School Board
Robert Mann, Chairman, Hollis School Board
Alison Marsano, Brookline School Board
Tom Solon, Vice Chairman, COOP School Board
Beth Williams, Secretary, COOP School Board

Members of the Board Absent: Elizabeth Brown, COOP School Board
Carryl Roy, Hollis School Board
Krista Whalen, COOP School Board

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Bob Thompson, Assistant Superintendent of Student Services
Kelly Seeley, Business Administrator
Linda Sherwood, Assistant Business Administrator
Dennis Dobe, Principal, Captain Samuel Douglass Academy
Daniel Molinari, Principal, Richard Maghakian Memorial School
Candice Fowler, Principal, Hollis Upper Elementary School
Paula Izbicki, Principal, Hollis Primary School
Rick Barnes, Principal, Hollis Brookline High School
Tim Girzone, Principal, Hollis Brookline Middle School

APPOINTMENT OF PROCESS OBSERVER

Chairman Sarris appointed Robert Mann to serve as Process Observer.

Chairman Sarris noted, for the record, the COOP School Board appointed Beth Williams to serve as its representative to the SAU 41 Budget Subcommittee.

AGENDA ADJUSTMENTS

A request was made that the agenda be amended to include acceptance of prior meeting minutes.

APPROVAL OF MEETING MINUTES

The following amendment was offered:

Page 3, Line 34; insert “Board” following “School”

**MOTION BY MEMBER MANN TO APPROVE, AS AMENDED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED**

9-0

Members Howie, Maguire and Williams Abstained

SAU 41 Governing Board – **Public Hearing** [May 9, 2019](#)

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE, AS PRESENTED
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED**

9-0

Members Howie, Maguire and Williams Abstained

SAU 41 Governing Board – **Non-Public** [May 9, 2019](#)

**MOTION BY MEMBER MANN TO APPROVE, AS PRESENTED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED**

9-0

Members Howie, Maguire and Williams Abstained

SAU 41 Governing Board – **2nd Non-Public** [May 9, 2019](#)

**MOTION BY MEMBER MANN TO APPROVE AS PRESENTED
MOTION SECONDED BY MEMBER KELLNER
MOTION CARRIED**

9-0

Members Howie, Maguire and Williams Abstained

SAU41 Governing Board - **Special** [May 29, 2019](#)

The following amendments were offered:

Page 2, Line 46; replace “though” with “through”

Page 5, Line 14; replace “off” with on”

**MOTION BY MEMBER MANN TO APPROVE, AS AMENDED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED**

9-0

Members Kellner and Sarris Abstained

PUBLIC INPUT – None

PRESENTATION

- SAU 41 Goals and Objectives for the 2019-2020 School Year

Superintendent Corey spoke of the desire to look at the Strategic Plan (Plan) through the lens of a child; what it means to be a student in the SAU. By providing the goals presentation as a SAU, rather than individual and specific district presentations, it allows the members of each of the school boards an opportunity to get to know the entirety of the Leadership Team and provides an understanding of what the Leadership Team has been working towards over a number of years.

He spoke of the Plan having gone from a document on the shelf to a document the SAU lives by, noting the need to begin work on the next outgrowth of the Plan.

Assistant Superintendent Bergskaug introduced the SAU Leadership Team. She spoke of how the districts previously worked in silos until the thinking was shifted to “the child in the chair” where they look at any decision and consider what it would mean to the three-year-old all the way up to the twenty-one-year-old who might still be with us in the district.

The Leadership Team (Team) has really come a long way, and has shared the work it has done. In June, the Team presented at the NHASP Conference, “Juggling Leading, Learning, and Laughing, how to help your district support professionals in teaching and learning.”

The Mission is to ensure a strong, supportive learning environment focused on academic excellence.

The theme for 2019-2020 is the Whole Child. The areas of the Plan have been represented as buckets within which are the goals from the Plan that drive the work of the individual districts and buildings. The action steps are the things being done to accomplish the goals.

The buckets are broken down into categories; Essential Standards, Infrastructure, Future Ready, and Habits of Learning. Everything that is done is centered around teaching the whole child; from all aspects.

The SAU provides individual buildings and districts with leadership, direction, support, and focus. Everything that is done, whether personalized learning, security grants, building up the STEM program, etc. falls under or across multiple buckets.

Speaking of each of the areas of the Plan (buckets), Assistant Superintendent Bergskaug commented the essential standards is the work teaching the required standards, which is taken a bit further in a more authentic way. She provided the example of the Trebuchet project, which they have done for years for the physics students at the high school, but have reached out to the 3rd grade students from both Brookline and Hollis and have brought them to the high school to experience that same Trebuchet, and now the high school students are teaching the lessons in forces in motion to the 3rd grade students. They are trying to personalize the approach to ensure accessibility by all of the students for the standards.

Essential Standards

Daniel Molinari, Principal, Richard Maghakian Memorial School (RMMS), commented each of the slides included in the presentation note the stage the district is in, the goal, action steps, and how it reflects the long-term vision. He noted each of the Principals would be highlighting a few of their action steps.

The goal for Brookline is to implement a curriculum that is meeting the diverse learnings of the students, and helping them meet the standards for the 21st Century learner.

The district will be reviewing its current practice of the social studies curriculum. The New Hampshire State Social Studies Standards will be coming out soon. The desire is to meet, as a district, with representatives from each grade level to see what we are currently doing, what resources we have, and where we would like to go. That work will be implemented this school year.

Last year the district was in the research/pilot stage for the writing curriculum for English Language Arts (ELA), which was led by Assistant Superintendent Bergskaug, Dennis Dobe, Principal, CSDA, along with reading specialists, and teachers from each grade level from K-6. They unpacked the ELA curriculum and met monthly to develop the writing curriculum, which will be implemented K-6 this school year. This was one way to bridge the two school districts in terms of what is provided the students.

The goal is to ensure vertical and horizontal alignment of curriculum district wide.

Candice Fowler, Principal, Hollis Upper Elementary School (HUES), remarked as Principal Molinari stated, when working on writing, they are doing K-6 in both elementary districts, and will be working on social studies. She showcased the number of staff at the Hollis Primary School (HPS) and HUES who have presented the best practices the district has in place at national conferences. It is the culture they are looking to support and create in the district. They want to do that through professional development of all staff.

Tim Girzone, Principal, Hollis Brookline Middle School (HBMS), highlighted the action step involving the Student Assistance Team and the Multi-Tiered System of Supports (MTSS). Through the work of the Student Assistance Team, they are aiming to implement a more comprehensive and holistic MTSS for the students of all abilities in areas simply beyond just the academic response to intervention (RTI). RTI is a term that has been used for years in education. A MTSS involves a more holistic well-rounded approach to working with students of all abilities not just those who are struggling academically.

Rick Barnes, Principal, Hollis Brookline High School (HBHS), focused on the action step of the Instructional Practices Committee. The committee has been established, met, and is in the final stages of forming the 3 sub-committees, which will allow for close examination of practices at the HBHS. One is the top ten. There is a sub-committee assigned to that consisting of community members, staff, parents, and school board members. They are looking at the practice, whether it is something to continue with, who it serves and does not, and whether there are alternatives to that practice.

The next sub-committee is looking at the current system of grade weighting. The current system needs review.

There is a much longer-term committee looking at grading and assessment at the classroom level to allow for continued strides towards ensuring students have a consistent experience regardless of the instructor they have.

Infrastructure

Principal Molinari commented on the attention paid to infrastructure, throughout the SAU, over the past several years. The schools have all invested time into securing grants through the State, have implemented security cameras throughout the schools, laminate window film, and door annunciation panels to alert when doors are open. Hollis Brookline is a leader in the State in terms of Emergency Safety Preparedness. We have staff that present at conferences; School Preparedness Conference in June, and a representative from Homeland Security that attends our quarterly Emergency Management Team meetings. From those meetings, he is always sharing that Hollis Brookline continually impresses him in terms of how we prepare for emergencies and the partnerships that have been formed over the past several years with safety personnel in both towns.

One of the things done in the Brookline district is the alignment of the Emergency Operations Plan (EOP). Each school has an EOP, which discusses and highlights the procedures for each drill and how they respond with safety officials. They are consistent between schools to ensure a common language.

Paula Izbicki, Principal, HPS, spoke of time spent focusing on the inside safety of the school. They have done a good deal of training and professional development to ensure staff is current with all aspects of the EOP. Looking forward, they will look to the outside safety of staff, students, and parents. She commented on the carpool at HPS and the function of the traffic flow; bikes, car paths, crosswalks, play areas. There is the desire to gain feedback on that this year to be able to plan going forward.

Principal Izbicki commended the SAU-wide Emergency Team. There are 7 state-wide responses. As a SAU-wide team, they came up with a clear hallway protocol, which was added to all the state-wide responses.

Principal Girzone spoke of how evident it is that safety is of the utmost importance throughout the SAU. One of the areas of focus this year at the HBMS is to train and drill with afterschool personnel, students, and staff. Understanding emergencies can take place at any time, training during all hours of operation will improve the overall preparedness. They successfully executed the first evacuation drill with the after-school sports teams this fall, and aim to continue to drill and prepare throughout the year.

Principal Barnes encouraged the Board and residents to go look in the back of the parking lot at the high school to view the new landscape that exists with the installation of the turf field. That represents ten years of hard work coming to fruition. With the utilization it will give the other fields the ability to rest and keep them in good repair, it will pay for itself over time.

He spoke of the Four-Year Technology Plan. The HBHS is long overdue for a significant upgrade in technology. The plan proposes saturating the high school with devices so that every classroom that needs to have a full bank of computer devices will have them. It is their version of a one-on-one. Instead of giving the laptop away to the student, it is being kept in the classroom. The belief is it will be better maintained and allows the district to have the flexibility of meeting the needs of the varying curriculum.

Future Ready

Principal Fowler commented on different projects students have done to reach out beyond the walls of the schools. The focus is on learning just beyond that; how we can be citizens of the world, responsible, and contributing.

Dennis Dobe, Principal, Captain Samuel Douglass Academy (CSDA), stated the future ready goal has a lot to do with what had formerly been known as 21st Century Learning, School to Work, and STEM. It is what is done as a school and district to prepare students for success in the time ahead. At this point, it has a lot to do with personalizing learning; finding ways to ensure every student has the requisite skills and abilities to be successful in their schooling and beyond.

Plans are being developed for students; a number of remediation programs and resources as well as extension programs and resources. The intent is to understand what students need and that we have a tool to address that.

Principal Fowler remarked in Hollis they are focused on personal successes, developing responsible citizens, and want them to make positive contributions. She commented on the desire of students to reach out beyond the walls of the school. They are focused on how they can make the school community, Hollis community, and larger community better. As their teachers, they are looking at building their knowledge through book studies by looking at all the areas we have in our building and programs, focusing on what modern learners need in this changing society. Part of what they will do with that is look at the multi-tiered system of unique supports and programs to help meet those needs.

Principal Girzone spoke of two action items he was excited to get underway relative to the future ready goal. The first is members of the middle school staff teaming up with high school teachers and administration to form a committee aimed at researching current best practice in grading and assessment in students 7-12. This is a sub-committee of the Instructional Practices Committee at the high school.

The second is the piloting and implementation of the new Tech Ed. curriculum. The new Tech Ed. teacher has developed a curriculum, the overarching goal of which is to actively engage students in engineering and design projects involving hands-on challenges that allow students to improve their technological literacy and their 21st Century learning skills.

Principal Barnes highlighted the use of the adaptive schedule. It is redefining the way they use CavBlock. What they are attempting to do is quantify that use so they can look at how students are using it and how they can tweak it to best meet their needs; specifically, how they could possibly tweak instruction as well, as needed.

Also within the future ready strand is the CHOICE Program, which is broad reaching to give students alternative ways of earning credit. Some of those students in the program struggle and others are looking for other ways of learning outside of the classroom. When the program first began, the number of extended learning opportunities may have been less than 10. There are already that number going into the new year. Some students are earning credit towards graduation through work with local veterinarians as well as dentists, physicists, etc.

Habits of Learning

Principal Barnes spoke of the focus on the whole child. The District has committed itself to the education of the whole child. The areas of growth he has seen in particular is social and emotional learning, what that means, and really quantifying that and finding ways to implement that in a practical and meaningful way.

Principal Dobe commented learning is dynamic and ongoing. It happens in and outside of school, currently in the classroom and years into the future. The desire is to develop capacities for students to learn and grow in all the different ways they can so they can be as productive, successful, and contribute as much as they can in the time ahead.

As was alluded to, this is where they are focusing on the socioemotional learning, the whole child approach to develop students in all the ways they can.

Principal Izbicki stated the desire to have a common mindset and understanding. They hope to have students and staff participate in activities to be able to have this common mindset. They want to have teachers participate in book studies, would like to pilot lessons in social awareness. They want to encourage, reach out, and help students in every way they can; even if the simplest of ways by making sure to make eye contact and say hello in the hallway.

They want to gather feedback to be able to build tools to be able to meet all student needs in this area.

Principal Girzone highlighted the work the Student Assistance Team does in this area. The team conducts weekly reviews of comprehensive, research-based attendance and truancy action plans for students struggling with school attendance. He spoke of having learned of the impressive program in place at the middle school and aims to continue to implement what he would describe as a model program.

As part of the annual in-service professional development, they will continue to train staff on mental health first aid with the aim of fostering a caring and safe learning environment for all.

Principal Barnes remarked at the high school they are looking at expanding upon the new organizational structure that was put into the school counseling department. They are looking at utilizing CavBlock to get the counselors into the classrooms whether wellness or running their own individual groups for issues such as anxiety, social skills, as well as building upon the goal of last year of having all school counselors meet with all freshmen students at least once, and building upon that to have all sophomores meet with their counselors at least in a small group as we focus more on the career piece, which is something that has been missing from the curriculum. Now that the structure is in place that can be brought back in a meaningful way.

They want to continue to view how the adaptive schedule is able to quantify the use of CavBlock and where they can work on improving instruction with that tool.

Assistant Superintendent Bergskaug commented on the collaboration to benefit all students in the district.

Superintendent Corey thanked the administrators. He noted this process started last June and was worked on at the Administrative Retreat. Presented are the highlights. Some of the areas of focus are critical to the mission. He highlighted the procedures and issues around emergencies noting the unfortunate tragedy in Brookline. It was handled fabulously by that administration with the support of the other administration. Just the other day somewhere around 6:00 a.m. Principal Barnes called him to let him know there was no power at the high school. That is not a simple thing with 800 kids standing on property, and the Fire Chief telling you if it doesn't get going in X amount of time you have to go home. Having all of the procedures in place; he had already

contacted the bus company and they are on standby, etc., is where we come together as a group. That is where he is most proud of the team as in the really difficult moments that are sometimes faced as educators, it is not a matter of Hollis or Brookline, it is one SAU and everyone pitching in.

Superintendent Corey spoke of efforts to get the administrators in other buildings so that if a building had to be covered for a day they wouldn't be an unknown entity to a group of students. He and Assistant Superintendents Bergskaug and Thompson spend a lot of time going into classrooms to show kids this is important to us.

He spoke of the yeoman's work the administrators have done; they have really bought into where we want to go and what our vision is. He is in the process of looking at the district ten years out, and there are some issues to address.

He thanked the Board remarking the district could not have gone from working in silos to talking about children were it not what the Board believed in and wanted to see happen.

Superintendent Corey spoke of exciting things ahead commenting on a plan that will be put forward to the Hollis School Board for the utilization of the barn to become part of the SAU office.

Mr. Solon requested an explanation of the background for the need to have separate goals and programs for the two different towns at the elementary level. Superintendent Corey stated the goals are the same. Where we are at may be different. He provided the example of three years prior when there was the need to look at a math program for the Brookline School District. Assistant Superintendent Bergskaug participated in a committee that conducted the research and recommended the enVision Math Program 2.0. That was implemented in Brookline. The Hollis School District was already utilizing enVision 1.0. For the first time they had the same math program in both districts. They ran that program for two years, and favorable results were seen. The Hollis School District adopted enVision 2.0, which is being rolled out.

Assistant Superintendent Bergskaug has been fabulous in her leadership of knowing the vision and getting everybody to the same vision. Why that was important is because that led to then Principal Thompson developing the middle school math program, which now has many of the 8th grade students taking Algebra and some taking Geometry. That leads to likely increased numbers in Calculus by the junior and senior years. Two years ago the district had 54% of students take Calculus before graduating. Nationally it is about 19%.

Mr. Mann spoke of being pleased with how the goals are filtering down into the other districts who are prioritizing and building their own plans to pursue the goals. He questioned if there is a plan to ensure this information is shared with the community.

Superintendent Corey spoke of a new website being rolled out in January. As part of that, there will be an enhanced section for curriculum. Presentations made can become a focal point on the website.

DISCUSSION

- Transportation Update

Superintendent Corey noted Student Transportation of America (STA), because it is a larger company, was able to secure drivers from other terminals to ensure the year started with a full complement. They had drivers in training who have since come on board.

The Dispatcher, who had been with Hollis Transportation for many years, has moved on. STA promoted a driver from within and utilized their Merrimack site for training. Because it was a driver, the barn now has a dispatcher who, in an emergency, could drive a bus.

The Administration is in constant communication with STA. Just recently the Town of Brookline had some questions around a new development that is going on. The information was sent to STA who reviewed it. It will place Brookline at the tipping point where a new bus may need to be added to the fleet.

On Monday, the Regional Manager and the new Dispatcher will be in to meet with the Superintendent and Assistant Superintendent. They are looking for some information, from a technology standpoint, the SAU didn't use to get from Hollis Transportation. By getting that, the SAU will be able to import data into PowerSchool, which will make it much easier in regard to notifications, etc. STA has met the requirements of the promised new buses. They added the safety swing bars on many buses. All buses in the fleet received new cameras. There has only been a single bus call to the Superintendent since the start of the year. He has not received any negative feedback from anyone who has called STA regarding a concern.

At the COOP level, there remains a shortage of drivers. Many of the athletic runs are on differing days from those of Londonderry and Goffstown (different divisions). Our buses and their buses are ensuring all athletes are being transported to and from events.

Superintendent Corey spoke of having attended the New England Superintendents Conference the prior week during which discussion occurred around transportation being a problem across the six states. What is being seen is that bus costs are going up.

Mr. Haag spoke of having received a text at time of pick-up that students would be late. They were an hour late. He requested notification come sooner. Superintendent Corey noted STA has added GPS systems in some of their terminals. That software would allow parents to monitor the location of the bus. That would come at an extra cost, but something he would like to have considered.

There being no objection, the Board went out of the regular order of business to take up the FY19 Final Year-End Report.

- FY19 Final Year-End Report

Linda Sherwood, Assistant Business Administrator, stated expenses totaled \$1,39,727, which represents a savings of \$48,056. Revenue was as expected. The year began with a fund balance of \$129,509. Added to that is the FY19 end of year balance of \$47,609. The total fund balance is \$173,118. That is within the 7-10% range the Board wishes to see. At 10%, it is on the high end.

The Board returned to the regular order of business.

- Presentation of the FY21 SAU Draft Budget

Ms. Sherwood spoke of the make-up of the SAU41 Governing Board Budget Sub-Committee, and their approval of the draft budget being presented.

Regarding known variables, the one-year consulting position in Student Services hired for FY20, will not be continuing in FY21. The part-time employee who addressed cleaning has been replaced by a cleaning company, which adds a slight amount to the budget. There are no changes to the New Hampshire Retirement System rates. It is known there are 403b employer contributions for 4 administrators. The SAU had budgeted for health and dental with 10% increases. The Guaranteed Maximum Rate (GMR) has come in at 4.1% for health and 3.9% for dental. That represents an approximate \$10,000 savings.

Estimated variables include a 3% increase in salaries, budgeting for unused vacation days the SAU can buy back. The maximum number of days are budgeted for. A new position, Facility Director, is included in the budget. The H.R. Coordinator will be earning her bachelor's degree and is planned to be moved to an administrator role with a \$5,000 salary increase.

Regarding insurance, in addition to the GMR, the assumption is that the individuals who will fill the open positions at the SAU would opt for 2 person plans.

Information provided with the agenda identified a total proposed budget of \$1,818,573, which is \$99,259 over the FY 20 budget or a 5.8% increase. When accounting for the actual GMR rates, the increase is 5.2%.

Ms. Sherwood spoke of the desire to increase the number of vacation days for support staff. An appendix to the draft budget outlines an increase in the number of days in years 2-9 of employment (aligned with number of vacation days in the COOP School District).

Mr. Mann questioned if those that fall into the category are utilizing their current vacation days or accruing. Ms. Sherwood stated they are typically utilized. Accruals result from the certain months of the year where they cannot take vacation because of workload. By contract, they have to use their days by August 31st. It may be that 1 or 2 are rolled over, and used within the first month of the new year. She spoke of the amount of turnover, and the desire to add this benefit.

Asked for her opinion of whether the number of proposed days would be consumed within a calendar year, she indicated her belief they would. She commented on spring being a time when the SAU is not as pressured, and when she would hope support staff would be able to utilize some of the days.

There is no buy-back for those days; there is no financial impact. The days are either utilized or lost.

Ms. Sherwood spoke of the proposed new position of Facility Director. It is a position the Administrators at the SAU believe to be a desperate need for the combined districts. A salary of \$66,500 is proposed. The position would be within the SAU and report to the Business Administrator. The individual would be physically located in each of the buildings, perhaps on a rotational basis, for the first year.

Job responsibilities include supervision of maintenance staff, annual facility audit, budgeting, consolidating purchasing and scheduling improvements for all buildings to obtain most favorable pricing, managing capital improvements, managing contractors, responding to emergencies, and school inspections.

The benefit would be in having that single individual whose sole job would be to look at all of these things. Currently Superintendent Corey, Kelly Seeley, etc. are doing pieces of these things, but it is not their job. They are putting in additional hours to accomplish the required tasks.

Savings would be achieved through the ability to gain economies of scale in purchasing, scheduling, etc. He/she would be able to be proactive instead of reactive and think long-term. The individual would understand and be able to communicate the condition, service history, and maintenance needs of the infrastructure. Gained would be an in-depth analysis of product life cycles, which would go a long way towards identifying timeframes for capital improvement projects rather than reacting to situations such as a broken furnace. The Board was provided with a copy of the talking points on the position.

Utilizing the GMR information provided, the proposed FY21 budget totals \$1,808,717, which is \$89,403 higher than FY20 or a 5.2% increase. The default budget is \$1,729,721 or a \$78,995 or 4.4% increase.

FY20 began with a balance of \$173,118. Taken from that is the Board approved use of \$12,297 (negotiated salaries and benefits). The resulting balance as of 7-1-20 is \$160,821, which is 8.9% of the FY21 budget.

Mr. Solon questioned the level of flexibility in the budget should there be an overrun with regard to salaries/benefits, e.g., legal limitations should the cost of filling a position exceed what is budgeted, the cost of benefits for the two new positions be greater than anticipated. Superintendent Corey responded Ms. Sherwood has done a great deal of research around the position of Facility Manager; however, should there be an overrun, the first priority would be to identify funding from within the budget. At some point, if there would be an overrun, the Administration would have to come before the Board with a request to utilize the Unassigned Fund Balance (UFB).

Ms. Fareed commented on the concern raised last year. What was learned from legal counsel, at the time, was that a SAU board is a municipal agency not a school district. There are different options available for the utilization of UFB. Superintendent Corey stated the SAU 41 Governing Board is a legislative body. The Board controls the SAU UFB.

Superintendent Corey stated his belief the bottom line of the budget will be reduced slightly. He spoke of having communicated with the present consultant who will join the District in the Assistant Director role next year on a part-time level. In talking with Assistant Superintendent Thompson and Amy Rowe, Transition Coordinator, Student Services, based on the number of students out-of-district, that position can be reduced. Ms. Rowe will stay on in a different capacity next year. Superintendent Corey remarked he cannot imagine being able to fill that position with a more competent person. It continues to allow the SAU to mentor Assistant Superintendent Thompson and provides another resident expert. More importantly, it gives us another opportunity for another year to watch over a friend.

Asked if the capacity would be that of a consulting contract or employee, he stated it would be an employee with a one-year contract, renewable like any one-year agreement would be. The details are being worked out, and will likely come before the Board for approval in December.

Mr. Mann questioned if the role of Facilities Director would own responsibility for the CIPs of all buildings, and was informed that would be the case. He questioned if the position would also own and run point on projects such as the new field and 4 Lund Lane, and was informed that would be the case. He commented when thinking of a director level position he envisions an individual who is in a leadership position and having a focus on long-range planning. He stated concern with how the \$66,500 salary level was achieved believing a director level position would potentially demand a higher salary. He would want to ensure the SAU would be able to attract the right caliber of applicant.

Ms. Sherwood remarked when thinking of a national average, not just particularly in schools, the \$66,500 might make sense. It probably is on the low end for school districts, particularly in New England. There is the need to offset that with making the numbers work in the budget. When trying to get a budget together for public presentation, we have to ensure the bottom line is something that will be supported. She does believe the \$66,500 to be on the low end. However, there is the potential of the UFB if a higher number has to be utilized. If proposing too high a number results in the budget not being supported, the SAU remains in crisis mode.

Mr. Mann stated his preference to identify what it is believed the position will cost, and provide the rationale. He is concerned with being in a situation of having to make a change 6 months into the position.

Ms. Sherwood shared information on a facility director salary survey (for SAUs). The range was \$53,000 - \$95,000. Mr. Mann commented on SAU 41 being a three district SAU. He believes the proposed salary is low, and could result in problems in the short-term. He spoke of the need for the position and the investment in the infrastructure that has been made. He does not appreciate that Administrators are spending time on facility matters.

Mr. Solon remarked if there is a budget number we feel we have to get to in order to present the budget, let's present it. It is a bottom-line budget. But don't artificially constrain or attempt to mask what it is really going to cost to fill the position. If we think it is going to cost more, let's be up front about it because not doing so will impact our credibility in the long-term and will create perhaps an unconscious bias when you are interviewing candidates. If filtering it trying to hit a number, he would hate to see the SAU hire incorrectly for what is a fraction of a percent of our overall budget on a position that has the potential to result in savings to the SAU that would far outweigh the cost of the position.

Superintendent Corey reiterated he is working with Ms. Rowe, and is aware there will be a dollar savings with the change of positions. Rather than removing that savings from the budget, it will be allocated to the Facility Director position. A different proposal will be provided the Board in December.

Asked if the Facility Director would oversee the water district, Superintendent Corey stated that would be the case. Asked about the credentials for the position, he stated they would be looking for someone with an extensive construction background. He would not say it is a certain degree level as much as a broad breadth of experience. That would really be flushed out during the interview. He has reached out to facility personnel at districts he has worked at previously to question what the advertisement should look like to ensure we gain the interest of an individual who is competent in not only having knowledge of how to build a building, but is familiar with dealing with asbestos, water issues, etc.

Mr. Mann commented once it is determined what the correct budget will be, it is important to ensure it is communicated in the districts.

- SAU Feasibility Study - Update

Superintendent Corey stated he would be bringing forward to the individual school board meetings, in the coming months, an architectural drawing to allow for visualization of what the SAU barn would look like, how it will be used, what changes would be made to the existing structure. Presently there is a mild gut being done to the SAU building; upgrading bathroom facilities, creating hallways to provide for private access points to offices, etc. Beginning Monday, Carol Tyler will move from the HBHS to the SAU. She is the Data Coordinator. She will take over the area outside of the Superintendent's main office. The building will be at full capacity.

What has been found in Carol's role and her management of the software used for payroll, class schedules, course work, teacher certification, etc., even being at the HBHS prevents that quick, dynamic conversation that needs to occur.

DELIBERATIONS

Superintendent Corey spoke of the work done by the Policy Committee on the Superintendent's evaluation; trying to shorten the document and looking at it to be used only by a veteran Superintendent, but without giving up the Board's prerogative to, at any time, use the long form. He spoke of the amount of work involved, and thanked the members of the Policy Committee.

Chairman Sarris stated there to be two policies up for review as well as two forms (titled CBI-F1 and CBI-F2). CBI-F1 is the former CBI-F and remains unchanged.

Asked if the form went from 4 to 5 categories of rating, Chairman Sarris responded the shorter form now has a 5 number rating. Mr. Solon commented there may be the desire to move to 5 categories on the original form as well.

- To see what action the Board will take regarding Policy CBI – Superintendent's Evaluation

Vice Chairman VanCoughnett commented on the amount of time and effort expended in the creation of the revised policy. The committee tried to come up with what is believed palatable for everyone. There were a lot of concerns about the multi-paged original when evaluating Superintendent Corey; however, they wanted to ensure the policy would cover the instance were there a new Superintendent.

The two policies were found to be a bit conflicting. The instructions state the evaluation is to be presented before the last District meeting in March. They worked back from that timeline. Having the desire to incorporate the short form, added into Policy CBI was language stating CBI-F1 would be utilized during the initial contract period. In subsequent years, the sitting Board will determine which form will be utilized.

Another change is in the second bulleted item. The language "perform an annual goal setting process" was replaced with "perform an annual review of the goals from the evaluation process".

Chairman Sarris commented the wording of "perform an annual goal setting process" was awkward for the committee as it is sort of what the actual evaluation is, the goal setting process. The outcome of the evaluation is having the goals. The goal setting process has been done and the goals that were set should be reviewed.

Vice Chairman VanCoughnett remarked last March during discussion of whether or not goals were met, there was question of whether that was being evaluated. Having the September timeframe for review, gives the school boards something to think about in the next few months of review.

**MOTION BY MEMBER MANN TO AMEND POLICY CBI – SUPERINTENDENT’S EVALUATION, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED, AND ACCEPT THE FIRST READING, AS AMENDED
MOTION SECONDED BY MEMBER MARSANO**

ON THE QUESTION

Items outlined in blue represent corrections to typos and grammar. In the 4th paragraph the words “or their individual designee” were added to allow the flexibility for the Chair to delegate. The words “or designee” are carried throughout.

The 5th paragraph is where the timeline comes in.

The deadline for evaluating the Superintendent was changed from “Before January 15” to “Before December 31”. Both forms were called out and the January 30th date was changed to January 31st. The last sentence of the 5th paragraph which read “The final evaluation assessment is to be reviewed, deliberated, and voted upon by the SAU board prior to presentation to the superintendent.” Was amended by removing the words “reviewed, deliberated, and”

The question raised was whether to utilize the word “voted” as that verbiage is not typically used in policy. Typically it is “approved”. The reason they said reviewed and deliberated was because, at this point in the process, the evaluation is being taken to the Superintendent, and should have already been reviewed and deliberated.

Mr. Solon questioned when, prior to this point, the board has the opportunity to view what is being proposed as the consolidation, and was informed that occurs in February. Ms. Roy stated the idea is that the serious deliberation over the district’s contribution to the evaluation takes place during individual boards meetings in December and January.

Chairman Sarris commented what the entire SAU Governing Board will see is the final evaluation the SPEC compiled from each of the district submissions. Mr. Solon questioned what would occur if the vote is negative. Vice Chairman VanCoughnett stated there would be the need for an additional meeting. Mr. Solon questioned if there is simply an up or down vote or if there is the opportunity to make amendments when the policy language states “the final evaluation assessment is to be voted upon.....”. Vice Chairman VanCoughnett remarked that is why the discussion was around whether the word “voted” is the correct term as opposed to “approved”.

The consensus of the Board was to replace the word “voted” with “approved”.

Mr. Solon recommended replacing the word “if” with “whether” in the third sentence. The word “if” gives the option of saying no to both. In the second bulleted item, insert “prior” before “evaluation process”.

Suggested was that the 2nd bulleted item begin “Each district shall perform....”.

The consensus of the Board was to further amend as stated.

**MOTION BY MEMBER SOLON TO TABLE POLICY CBI UNTIL COMPLETION OF DELIBERATION ON POLICY CBI-R
MOTION SECONDED BY MEMBER VANCOUGHNETT
MOTION CARRIED**

9-0

The consensus of the Board was to amend the agenda to include deliberation on CBI-F-2 – Superintendent Evaluation Form.

- To see what action the Board will take regarding CBI F-2 - Superintendent Evaluation Form

**MOTION BY MEMBER SOLON TO APPROVE CBI-F-2, AS AMENDED
MOTION SECONDED BY MEMBER MANN**

ON THE QUESTION

Mr. Solon commented on a challenge the Board has had with interpretation of the word expectations. By changing the language to minimum requirements, meaning they are meeting the law, it is more in keeping with the ability to have someone consistently receive 4s and 5s because they do more than is required by law, without raising the expectation.

It was suggested a 3 could indicate “meets minimum requirements” and 4 “exceeds minimum requirements”.

The Board agreed with replacing #3 with “achieved minimum requirements”.

Superintendent Corey commented this particular form is for the veteran Superintendent. If they score a 1 or 2, the next evaluation could be on the larger form.

Mr. Mann stated appreciation for a trigger that causes the longer form to come into play, and questioned if there is language to that affect. Superintendent Corey recommended the Board not impose that on future boards.

Mr. Maguire suggested #4 read “exceeds minimum requirements some of the time”

MOTION CARRIED

9-0

- To see what action the Board will take regarding CBI R – Superintendent’s Evaluation Procedures

**MOTION BY MEMBER MANN TO AMEND POLICY CBI R – SUPERINTENDENT’S
EVALUATION PROCEDURES, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY
PROVIDED, FURTHER AMEND, AS STATED, AND ACCEPT THE FIRST READING, AS
AMENDED
MOTION SECONDED BY MEMBER WILLIAMS**

ON THE QUESTION

Vice Chairman VanCoughnett stated very little was changed. Reference to both forms is included. The first sentence was amended by replacing January 15 with December 1. Inserted at the end of the first paragraph is “Two members of the SPEC committee will meet with each of the superintendent’s direct reports to evaluate the superintendent’s performance.”, which represents past practice.

In the second paragraph, “January 30” was replaced with “December 31”

Suggested was that “ratifies” be replaced with “approves”.

In the first paragraph under the heading “SAU Governing Board - Superintendent Performance Evaluation Committee (SPEC)” proposed was to replace “February 1st” with “February 15th”.

The Board agreed to replace “February 15th” with “February 28th”.

The words “or designee” were added to the policy.

The end of the last paragraph was deleted beginning with “and building Principals” as it was believed redundant.

Under the heading “SAU Governing Board - Superintendent Performance Review”, the first sentence was amended by replacing “Sau Board” with “SPEC” and the words “review, deliberate , and vote on” were replaced with “review the completed SAU Superintendent Evaluation and approve”

Asked if there is any reason, if the Board approved the evaluation, that the Chair could choose not to sign off on it. Vice Chairman VanCoughnett commented, once there is a quorum vote, the Chair is not representing him/herself, but the Board as a whole.

The last paragraph was made to mirror that which is included in Policy CBI.

Mr. Solon questioned if the statement needs to be in both places, and if only in one which is more appropriate. Vice Chairman VanCoughnett stated her opinion it should be within Policy CBI as that is the actual evaluation.

The Board agreed with removal of the last paragraph.

MOTION CARRIED

9-0

MOTION BY MEMBER FAREED TO ADOPT POLICY CBI R – SUPERINTENDENT’S EVALUATION PROCEDURES

MOTION SECONDED BY MEMBER HAAG

MOTION CARRIED

9-0

MOTION BY MEMBER SOLON TO ADOPT CBI-F-2, AS APPROVED

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

9-0

MOTION BY MEMBER MANN TO TAKE FROM THE TABLE POLICY CBI – SUPERINTENDENT’S EVALUATION

MOTION SECONDED BY MEMBER MARSANO

MOTION CARRIED

9-0

The motion on the floor was to amend Policy CBI – Superintendent’s Evaluation, in its entirety, by replacing it with the copy provided and accept the first reading, as amended.

MOTION CARRIED

9-0

MOTION BY MEMBER MANN TO ADOPT POLICY CBI – SUPERINTENDENT’S EVALUATION

MOTION SECONDED BY MEMBER WILLIAMS

MOTION CARRIED

9-0

Mr. Solon requested CBI-F be brought to the next meeting to be updated to comply with the newly adopted CBI.

REPORT OUT BY PROCESS OBSERVER

Mr. Mann spoke of the items on the agenda and their individual content commenting it was a very aggressive agenda.

ADJOURNMENT

MOTION BY MEMBER MANN TO ADJOURN

MOTION SECONDED BY MEMBER MARSANO

MOTION CARRIED

9-0

The October 3, 2019 meeting of the SAU 41 Governing Board was adjourned at 8:25 p.m.

Date _____

Signed _____