

SAU 41 GOVERNING BOARD

MAY 13, 2021

**MEETING MINUTES**

The Organizational Meeting of the SAU 41 Governing Board was conducted on Thursday, May 13, 2021 at 6:02 p.m. at the Captain Samuel Douglass Academy.

Andrew Corey, Superintendent, presided:

Members of the Board Present: Brooke Arthur, Secretary, Hollis School Board (arrived at 6:31 p.m.)  
Holly Deurloo Babcock, Chairman, COOP School Board  
Tammy Fareed, Chairman, Hollis School Board  
Kenneth Haag, Chairman, Brookline School Board  
Rebecca Howie, Brookline School Board  
Karen Jew, Secretary, Brookline School Board  
Amy Kellner, Vice Chairman, Hollis School Board  
Kate Stoll, COOP School Board  
Robert Mann, Hollis School Board (arrived at 6:21 p.m.)  
Alison Marsano, Brookline School Board  
Erin Sarris, Vice Chairman, Brookline School Board (arrived at 6:15 p.m.)  
Tom Solon, Vice Chairman, COOP School Board (arrived at 6:06 p.m.)  
Cindy VanCoughnett, COOP School Board  
Krista Whalen, COOP School Board

Members of the Board Absent: Elizabeth Brown, COOP School Board  
Carryl Roy, Hollis School Board  
Beth Janine Williams, Secretary, COOP School Board

Also in Attendance: Gina Bergskaug, Assistant Superintendent  
Bob Thompson, Assistant Superintendent of Student Services

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**ORGANIZATION OF SAU 41 GOVERNING BOARD**

**CHAIRMAN**

Superintendent Corey called for nominations for Chairman of the SAU 41 Governing Board for the 2021-2022 term.

**MEMBER FAREED NOMINATED MEMBER WHALEN  
SECONDED BY MEMBER STOLL**

**ON THE QUESTION**

Member Fareed commented on Member Whalen's prior experience as Chair and her many years of service. She spoke of her ability to maintain an exceptional balance in her ability to assist in deliberations when things get difficult on the floor. She noted the bus contract negotiation coming up this fall, and her belief Member Whalen will be instrumental in that regard.

**VOTE ON ELECTION OF KRISTA WHALEN TO THE POSITION OF CHAIRMAN OF THE SAU 41 GOVERNING BOARD FOR THE 2021-2022 TERM**

**MOTION CARRIED**

**9-0**

*Superintendent Corey declared Krista Whalen Chairman of the SAU 41 Governing Board for the 2021-2022 term.*

*Superintendent Corey stepped down and Chairman Whalen presided.*

**VICE CHAIRMAN**

Chairman Whalen called for nominations for Vice Chairman of the SAU 41 Governing Board for the 2021-2022 term.

**MEMBER DEURLOO BABCOCK NOMINATED MEMBER VANCOUGHNETT  
SECONDED BY MEMBER FAREED**

**ON THE QUESTION**

Member Deurloo Babcock remarked Member VanCoughnett has done a great job with policy work and lead the evaluation process for the Superintendent. Member Fareed spoke of her support of the nomination.

**VOTE ON ELECTION OF CINDY VANCOUGHNETT TO THE POSITION OF VICE CHAIRMAN OF THE SAU 41 GOVERNING BOARD FOR THE 2021-2022 TERM**

**MOTION CARRIED**

**9-0**

*Member Solon Abstained*

*Cindy VanCoughnett declared Vice Chairman of the SAU 41 Governing Board for the 2021-2022 term.*

**TREASURER**

Chairman Whalen called for nominations for Treasurer of the SAU 41 Governing Board for the 2021-2022 term.

**MEMBER FAREED NOMINATED MEMBER JEW  
SECONDED BY MEMBER DEURLOO BABCOCK**

**VOTE ON ELECTION OF KAREN JEW TO THE POSITION OF TREASURER OF THE SAU 41 GOVERNING BOARD FOR THE 2021-2022 TERM**

**MOTION CARRIED**

**9-0**

*Karen Jew declared Treasurer of the SAU 41 Governing Board for the 2021-2022 term.*

**SECRETARY**

Chairman Whalen called for nominations for Secretary of the SAU 41 Governing Board for the 2021-2022 term.

**MEMBER VANCOUGHNETT NOMINATED MEMBER KELLNER  
SECONDED BY MEMBER DEURLOO BABCOCK**

**VOTE ON ELECTION OF AMY KELLNER TO THE POSITION OF SECRETARY OF THE SAU 41  
GOVERNING BOARD FOR THE 2021-2022 TERM**

**MOTION CARRIED**

**9-0**

*Amy Kellner declared Secretary of the SAU 41 Governing Board for the 2021-2022 term.*

**NON-PUBLIC SESSION**

**MOTION BY MEMBER FAREED THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC  
SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION  
OF ANY PUBLIC EMPLOYEE**

**MOTION SECONDED BY MEMBER HAAG**

*A Viva Voce Roll Call Vote was taken, which resulted as follows:*

Yea: Tom Solon, Alison Marsano, Tammy Fareed, Kenneth Haag, Karen Jew, Rebecca Howie, Amy Kellner,  
Holly Deurloo Babcock, Krista Whalen, Kate Stoll, Cindy VanCoughnett

11

Nay:

0

**MOTION CARRIED**

*The Board entered non-public session at 6:11 p.m.*

*The Board came out of non-public session at 8:20 p.m.*

**APPOINTMENT OF PROCESS OBSERVER / APPOINTMENTS TO SAU COMMITTEES**

Chairman Whalen appointed Holly Deurloo Babcock to serve as Process Observer.

**SAU41 Policy Committee**

The following Members were appointed by the individual school boards to serve on the SAU 41 Policy Committee:

Brookline School Board - Erin Sarris

Hollis School Board - Amy Kellner

COOP School Board - TBD

Additionally, the Vice-Chairperson shall lead the Superintendent Performance Evaluation Committee (SPEC).

*The following Members were appointed by the individual school boards to serve on the SAU 41 Budget Sub-Committee:*

- Brookline School Board - Alison Marsano
- Hollis School Board - Carryl Roy
- COOP School Board - TBD

**AGENDA ADJUSTMENTS**

A request was made to amend the agenda to include a deliberative item to select the form to be used for the Superintendent Evaluation for the upcoming 2021-2022 school year in accordance with policy ([CBI – Superintendent Evaluation](#)).

Superintendent Corey requested the agenda be further adjusted to include the following items under deliberation; recommendation for the position of Director of Student Services, the formation of a committee to study compensation, and a restructuring plan for the Information Technology Department. Also desired was a discussion on transportation.

*There being no objection, the agenda was adjusted as requested.*

**NOMINATIONS, RESIGNATIONS, AND CORRESPONDENCE**

*Addressed under Deliberations.*

**APPROVAL OF MEETING MINUTES**

**MOTION BY MEMBER SARRIS THAT THE BOARD, BY ROLL CALL, UNSEAL THE NON-PUBLIC MINUTES OF JUNE 23, 2020  
MOTION SECONDED BY MEMBER FAREED**

*A Viva Voce Roll Call Vote was taken, which resulted as follows:*

Yea: Erin Sarris, Kate Stoll, Brooke Arthur, Holly Deurloo Babcock, Amy Kellner, Krista Whalen, Cindy VanCoughnett, Robert Mann, Rebecca Howie, Karen Jew, Tammy Fareed

11

Nay:

0

**MOTION CARRIED**

*Members Haag, Marsano and Solon Abstained*

SAU 41 Governing Board . . . . . [December 29, 2020](#)

*The following amendments were offered:*

- Page 10, Line 20; insert “he” before “is”
- Page 12, Line 39; delete “not”
- Page 13, Line 14; delete the second “that”
- Page 13, Line 15; replace “10” with “107%”

**MOTION BY MEMBER VANCOUGHNETT TO APPROVE, AS AMENDED  
MOTION SECONDED BY MEMBER SARRIS  
MOTION CARRIED**

**9-0**

*Members Deurloo Babcock and Marsano Abstained*

SAU 41 Governing Board – **Public Hearing** ..... [December 29, 2020](#)

**MOTION BY MEMBER FAREED TO APPROVE, AS PRESENTED**

**MOTION SECONDED BY MEMBER MARSANO**

**MOTION CARRIED**

**9-0**

*Member Deurloo Babcock Abstained*

SAU41 Governing Board ..... [February 18, 2021](#)

**MOTION BY MEMBER SARRIS TO APPROVE, AS PRESENTED**

**MOTION SECONDED BY MEMBER FAREED**

**MOTION CARRIED**

**9-0**

*Members VanCoughnett and Arthur Abstained*

SAU41 Governing Board – **Non-Public** ..... [February 18, 2021](#)

**MOTION BY MEMBER FAREED TO APPROVE, AS PRESENTED**

**MOTION SECONDED BY MEMBER SARRIS**

**MOTION CARRIED**

**9-0**

*Members VanCoughnett and Arthur Abstained*

**PUBLIC INPUT** - None

**DISCUSSION**

- The formation of a study committee to discuss SAU rent/lease with the Hollis School District

The committee would work with the Hollis School District and seek to arrive at an agreement around the rental of the 4 Lund Lane facility. The Hollis School Board is considering a bond request to address renovations to the facility. The committee would begin meeting in September with the intent of providing a recommendation to the SAU 41 Governing Board in the December timeframe to coincide with the budget planning process.

Asked about the perceived composition of the sub-committee, Superintendent Corey suggested representation from each of the school boards. Member Mann was appointed as the Hollis School Board representative. Member Mann has done extensive work on this and will continue to. The sub-committee would be more focused on how it is managed and what the rates are.

Member Fareed commented the work would involve due diligence around market rates, availability etc. of comparable/suitable space.

Member Mann stated his concept is to have a structure of a lease agreement as a practice for governance of the property. If the conversation progresses to the point where the Governing Board feels that space needs to be addressed in some way, options can be considered. As a result of all the work that has already been done, it is clear to him that the Governing Board is the entity that needs to make the decision to say we want some action around this. Noted was that the Hollis School Board is building policy around the actions and governance, e.g., when rates are reviewed.

Member Solon suggested the formation of the sub-committee be added to the agenda under deliberations. Once formed, each of the district school boards can move forward with appointing a representative.

- Health Insurance Discussion

A request was made to conduct a review of health insurance options, understanding that it has been several years since the last review was completed.

Member Solon remarked when last reviewed, the effort was undertaken by a group consisting of a representative from each of the school boards, each bargaining unit, and non-union employees. The Business Administrator, or designee, was also involved. The effort resulted in competitive work that dramatically changed the offerings. In the last year, while going through contract negotiations, the question of plans came up. There are new plans and structures available.

Member Solon proposed the formation of a committee having the goal of collecting information in time for any upcoming contract negotiations.

Member Deurloo Babcock suggested the committee could be formed with the intent of work beginning in the October timeframe understanding already proposed is the formation of two sub-committees whose work will begin shortly, and that each committee requires support of the Administration. Member Solon agreed the committee could be convened at the start of the next school year.

Asked if it is believed such an effort would result in savings, Member Solon stated the overview he received of new offerings was brought to his attention through a webinar put on by Primex (SAU's insurance carrier). He does not believe the process would be as involved as the last effort, which included the hiring of a consultant and a great deal of effort only to learn there were no competitive bidders. Those aspects would not be part of this review. He suggested the committee start its work with Health Trust to see what is available.

- Revenue and Expense Report for FY21

The anticipated FY21 Unassigned Fund Balance (UFB) is \$18,961. Adding that to the beginning balance (\$171,585) results in an anticipated ending balance of \$190,546.

The UFB is an account governed by the SAU 41 Governing Board. The Board can approve utilization of the UFB for expenses deemed necessary for the SAU (\$26,854 expected use in FY22). The anticipated ending fund balance as of 6-30-21 is \$163,692 or 9.0% of the overall budget. The target is 7-10%.

- Transportation

The SAU is entering into its 3<sup>rd</sup> year with Student Transportation of America (STA). There is the ability to simply look at years 4 and 5 or to decide to go out to bid. Superintendent Corey spoke of being very pleased with the services provided by STA. Moving to a larger transportation system has provided benefits. There are several surrounding districts utilizing STA. They can secure drivers from different terminals in times of need.

STA has been a good partner prior to and during the pandemic. Typically the Business Administrator would begin contract discussions in the September timeframe. There have been years when the Board has expressed an interest in being involved in the process. He questioned the will of the Board.

Member Fareed spoke of the process that occurred, which resulted in contracting with STA. At the time, the districts were experiencing significant performance shortfalls due to driver shortages (chronic across the country). The public was unhappy with the service that was being provided. The Board negotiated, in good faith, with the original owners of the prior transportation company and after signing a contract, learned they had been approached to sell their business to STA. That contract is on the SAU website for public review. She expressed her belief it is of value to have the Chairman involved in the process.

Chairman Whalen questioned the will of the Board relative to having more than one representative participate in the process.

Noted was that July 1<sup>st</sup> starts the third year of a three-year contract that has roll-over options built in. Asked if there was a percentage built into the expectation for the next contract, Member Fareed stated the only thing that was made quite clear was that STA was buying the contract along with the business, with an expectation that three years hence it would be renegotiated.

Member Sarris spoke of the exceptional service that has been provided and the leverage STA has, given what they have provided. Member Fareed stated Hollis Transportation, which they continue to do business as under the ownership of STA, has always been the only game in town because the distance from any other bus depot for any other company is so significant with respect to fuel, pay for staff hours, etc. It has been 3 years, they are the only game in Town, but they do have economies of scale that the previous owners did not.

Chairman Whalen stated she and Member Fareed would work along with the Business Administrator in the negotiation process.

## **DELIBERATIONS**

- To see what action the Board will take regarding the Superintendent's recommendations for SAU employee compensation for FY22

## **MOTION BY MEMBER FAREED TO APPROVE THE SUPERINTENDENT'S RECOMMENDATIONS FOR CONTRACT/COMPENSATION FOR SAU STAFF MEMBERS MOTION SECONDED BY MEMBER MANN**

## **ON THE QUESTION**

Member Solon requested clarification the recommendation of the Superintendent was aligned with the final discussion that occurred during non-public session and was informed that was the case.

## **MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding the acceptance of the votes cast on the SAU41 FY21 Budget Warrant Articles

Chairman Whalen stated the SAU Budget Warrant Article passed with a collective vote of the three districts; 902 in favor and 491 against.

**MOTION BY MEMBER FAREED TO ACCEPT THE RESULTS OF THE VOTES CAST ON THE SAU 41 FY22 BUDGET WARRANT ARTICLE, AS STATED**

**MOTION SECONDED BY MEMBER MANN**

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding the recommendation of the Superintendent for the position of Director of Student Services

Superintendent Corey informed the Board of his nomination of Lauren DiGennaro for the position of Director of Student Services at a salary of \$108,000.

**MOTION BY MEMBER MARSANO TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF LAUREN DIGENNARO FOR THE POSITION OF DIRECTOR OF STUDENT SERVICES AT A SALARY OF ONE HUNDRED EIGHT THOUSAND DOLLARS (\$108,000)**

**MOTION SECONDED BY MEMBER FAREED**

ON THE QUESTION

Member Mann stated his appreciation of the ability and discussions had as colleagues on a myriad of items that come before this Board. It is helpful to formulate opinions and positions.

Member Solon questioned and was informed the position is year-round.

Member Fareed stated this to be the position currently held by the Assistant Superintendent of Student Services, Bob Thompson, who is leaving the SAU as of July 1<sup>st</sup>. The position is being filled with a Director of Student Services.

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding the Superintendent’s Recommendations concerning the Restructuring Plan for the Information Technology Department

**MOTION BY MEMBER FAREED TO APPROVE THE SUPERINTENDENT’S RECOMMENDATIONS FOR THE TECHNOLOGY DEPARTMENT AT THE SAU**

**MOTION SECONDED BY MEMBER MANN**

ON THE QUESTION

Member Solon requested the Superintendent provide a summary of the nature of the changes. Superintendent Corey stated the SAU is looking to reorganize and restructure a couple of existing positions that will eventually result in a better delivery of service as well as a structure that will allow for greater flexibility in the future.



Member Fareed added, it also redistributes the work so that individuals can specialize and grow in their specialty as the field changes and grows.

Member Solon stated his hope something could be shared that identifies additional and/or new roles that may come into play because of this. Superintendent Corey commented Phase I of the restructuring is a reorganizing of services and Phase II would be looking to see how we address gaps as well as long-term stability. That October presentation would be done in a public format. There is the potential for the request for additional staff.

Member Solon reiterated any potential expansion to the department would be discussed publicly at a future date.

**MOTION CARRIED**

**9-0**

*Member Arthur Abstained*

***Member Haag departed***

- To see what action the Board will take regarding the formation of a Compensation Sub-Committee

Chairman Whalen stated the intent is for the sub-committee to look at the compensation of SAU employees.

Superintendent Corey stated the sub-committee would consist of SAU Administration, a representative from each of the school boards, and representation from the Brookline Finance Committee and the Hollis and COOP Budget Committees.

Member Deurloo Babcock asked for clarification and stated her understanding this committee would be an SAU Governing Board committee to look at the SAU Administration, and there is the potential for the individual school boards to do the same kind of work for their building level administration.

Asked, Superintendent Corey stated the sub-committee should begin to meet at the end of the school year (1<sup>st</sup> meeting in July). Member Mann stated his belief there would be an expectation the committee would render information for the Governing Board in time to formulate budgets and align to annual meetings. Superintendent Corey stated the committee would have to present at the SAU Governing Board meeting in October even if all details were not finalized, and, if necessary, could present again in December.

**MOTION BY MEMBER SOLON THAT THE BOARD FORM A COMPENSATION SUB-COMMITTEE COMPRISED OF ONE (1) MEMBER FROM EACH DISTRICT SCHOOL BOARD, ONE (1) MEMBER FROM EACH FINANCE AND BUDGET COMMITTEE, AND UP TO THREE (3) MEMBERS OF THE SAU ADMINISTRATION, TO BEGIN WORK BY JULY TO HAVE AN END PRODUCT FOR THE OCTOBER SAU GOVERNING BOARD MEETING**

**MOTION SECONDED BY MEMBER MARSANO**

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding the formation of a study committee for the SAU Rent and Lease

**MOTION BY MEMBER SARRIS THAT THE BOARD FORM A STUDY COMMITTEE TO RESEARCH THE SAU RENT AND LEASE, COMPRISED OF ONE (1) MEMBER FROM EACH DISTRICT SCHOOL BOARD AND MEMBER(S) OF THE SAU ADMINISTRATION TO BEGIN WORK BY JULY TO HAVE AN END PRODUCT FOR THE OCTOBER SAU GOVERNING BOARD MEETING**

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

ON THE QUESTION

Chairman Whalen noted the study committee would be comprised of one (1) member from each district school board, and representation from the SAU Administration. The study committee would begin work in July and make a presentation to the SAU Governing Board at its October meeting.

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding the formation of a Health Insurance Study Group

**MOTION BY MEMBER SOLON THAT THE BOARD FORM A HEALTH INSURANCE STUDY GROUP COMPRISED OF ONE (1) MEMBER FROM EACH DISTRICT SCHOOL BOARD, ONE (1) MEMBER FROM EACH BARGAINING UNIT, ONE (1) REPRESENTATIVE OF NON-ALIGNED EMPLOYEES TO BE APPOINTED BY THE SUPERINTENDENT, AND THE BUSINESS ADMINISTRATOR OR DESIGNEE. THE STUDY GROUP WILL MEET STARTING IN SEPTEMBER WITH A GOAL OF A RECOMMENDATION BY THE END OF DECEMBER WITH THE OPTION TO CONTINUE INTO 2022 IF APPROPRIATE**

**MOTION SECONDED BY MEMBER MARSANO**

ON THE QUESTION

Member Deurloo Babcock asked for clarification of the number of representatives from the bargaining unit. Member Solon noted there to be support staff and professional staff in each district, which results in 6 bargaining units. The total committee size would be 11.

Member Mann asked, if there are new plans that are desired to be adopted, how would that impact bargaining cycle (timelines may not align). Superintendent Corey stated there would be the ability to have a discussion with the unions. A sidebar agreement could be entered. If agreement were not achieved, there would be delay until into negotiations.

Member Solon stated the dates chosen to be based on a few goals. By starting in September when teachers return and having the bargaining units involved, they will have awareness of it as will the Board going into negotiations. If there is any low hanging fruit it may be immediately available. A recommendation by the end of December provides time to put it into a final decision on a CBA. Sidebar agreements are an option. All contracts allow a unilateral insertion of additional plans. You cannot take anything away, but you can add options if it seems opportune.

**MOTION CARRIED**

**9-0**

- To see what action the Board will take to comply with policy ([CBI – Superintendent Evaluation](#)) in selecting CBI-F1 or CBI-F2 for the Superintendent Evaluation for the upcoming 21-22 school year.

**MOTION BY MEMBER SARRIS THAT THE BOARD UTILIZE CBI-F2 FOR THE SUPERINTENDENT EVALUATION FOR THE UPCOMING 21-22 SCHOOL YEAR**

**MOTION SECONDED BY MEMBER FAREED**

**MOTION CARRIED**

**9-0**

**REPORT OUT BY PROCESS OBSERVER**

Member Deurloo Babcock noted the non-public session required additional time. The Board did a good job moving through the agenda once coming out of non-public session and had some great conversations and discussions throughout the evening.

*The Board set October 14<sup>th</sup> and December 9th as the next meeting dates.*

**ADJOURNMENT**

**MOTION BY MEMBER MANN TO ADJOURN**

**MOTION SECONDED BY MEMBER MARSANO**

**MOTION CARRIED**

**9-0**

The May 13, 2021 Organizational meeting of the SAU41 Governing Board was adjourned at 9:14 p.m.

Date \_\_\_\_\_

Signed \_\_\_\_\_