

SAU 41 GOVERNING BOARD  
MAY 12, 2022  
**MEETING MINUTES**

The Organizational Meeting of the SAU 41 Governing Board was conducted on Thursday, May 12, 2022 at 6:00 p.m. at the Captain Samuel Douglass Academy.

Andrew Corey, Superintendent, presided:

Members of the Board Present:        Brooke Arthur, Hollis School Board  
   Holly Deurloo Babcock, Chairman, COOP School Board  
   Elizabeth Brown, COOP School Board (arrived at 6:07 p.m.)  
   Karen Jew, Vice Chairman, Brookline School Board  
   Amy Kellner, Chairman, Hollis School Board  
   Robert Mann, Hollis School Board (arrived at 6:06 p.m.)  
   Colleen Micavich, Secretary, Brookline School Board  
   Carryl Roy, Vice Chairman, Hollis School Board  
   Cindy VanCoughnett, COOP School Board  
   Krista Whalen, COOP School Board  
   Beth Janine Williams, COOP School Board  
   Kelly Zakar, Brookline School Board (arrived at 6:05 p.m.)

Members of the Board Absent:        Tammy Fareed, Secretary, Hollis School Board  
   Kenneth Haag, Chairman, Brookline School Board  
   Alison Marsano, Brookline School Board  
   Kate Stoll, Secretary, COOP School Board  
   Tom Solon, Vice Chairman, COOP School Board

Also in Attendance:                    Gina Bergskaug, Assistant Superintendent

---

**ORGANIZATION OF SAU 41 GOVERNING BOARD**

**CHAIRMAN**

Superintendent Corey called for nominations for Chairman of the SAU 41 Governing Board for the 2022-2023 term.

**MEMBER DEURLOO BABCOCK NOMINATED MEMBER WHALEN  
SECONDED BY MEMBER ROY**

**ON THE QUESTION**

Member Deurloo Babcock spoke of the job Krista Whalen has done over the past year, and the desire for a member to hold the position for two terms.

**VOTE ON ELECTION OF KRISTA WHALEN TO THE POSITION OF CHAIRMAN OF THE SAU 41  
GOVERNING BOARD FOR THE 2022-2023 TERM  
MOTION CARRIED**

**9-0**

*Superintendent Corey declared Krista Whalen Chairman of the SAU 41 Governing Board for the 2022-2023 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 2022-2023 term.

### **MEMBER VANCOUGHNETT NOMINATED MEMBER KELLNER SECONDED BY MEMBER ROY**

### **ON THE QUESTION**

Member VanCoughnett spoke of having worked on the Superintendent Performance Evaluation Committee (SPEC) with Member Kellner for the past four years. She believes it time for her to lead that committee.

Per Policy [CBI](#) – Superintendent Evaluation, “The SPEC will be composed of the SAU Governing Board Chair, SAU Governing Board Vice-Chair, the chair of each district board, or their individual designee.” Additionally, the Vice-Chairperson shall lead the SPEC.

### **VOTE ON ELECTION OF AMY KELLNER TO THE POSITION OF VICE CHAIRMAN OF THE SAU 41 GOVERNING BOARD FOR THE 2022-2023 TERM**

### **MOTION CARRIED**

**9-0**

*Chairman Whalen declared Amy Kellner Vice Chairman of the SAU 41 Governing Board for the 2022-2023 term.*

### **TREASURER**

Chairman Whalen called for nominations for Treasurer of the SAU 41 Governing Board for the 2022-2023 term.

### **MEMBER ROY NOMINATED MEMBER JEW SECONDED BY MEMBER KELLNER**

### **VOTE ON ELECTION OF KAREN JEW TO THE POSITION OF TREASURER OF THE SAU 41 GOVERNING BOARD FOR THE 2022-2023 TERM**

### **MOTION CARRIED**

**9-0**

*Chairman Whalen declared Karen Jew Treasurer of the SAU 41 Governing Board for the 2022-2023 term.*

**SECRETARY**

Chairman Whalen called for nominations for Secretary of the SAU 41 Governing Board for the 2022-2023 term.

**MEMBER DEURLOO BABCOCK NOMINATED MEMBER MICAVICH  
SECONDED BY MEMBER ROY**

**VOTE ON ELECTION OF COLLEEN MICAVICH TO THE POSITION OF SECRETARY OF THE  
SAU 41 GOVERNING BOARD FOR THE 2022-2023 TERM**

**MOTION CARRIED**

**9-0**

*Chairman Whalen declared Colleen Micavich Secretary of the SAU 41 Governing Board for the 2022-2023 term.*

**AGENDA ADJUSTMENTS**

Superintendent Corey requested the agenda be adjusted to include the appointment of two members to the Wellness Committee, which is a mandatory committee across the SAU at the Board level. The desire is to include representation from the SAU 41 Governing Board.

Kelly Seeley, Business Administrator, has requested the appointment of two signers (and an alternate) of the manifests.

Superintendent Corey requested the agenda be amended by removing Policies BCA and DFA. The policies are addressed at the individual district board meetings.

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

**NON-PUBLIC SESSION**

**MOTION BY MEMBER VANCOUGHNETT 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 AND (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF  
MOTION SECONDED BY MEMBER JEW**

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

Yea: Kelly Zakar, Brooke Arthur, Colleen Micavich, Karen Jew, Amy Kellner, Krista Whalen, Carryl Roy, Elizabeth Brown, Holly Deurloo Babcock, Cindy VanCoughnett, Beth Janine Williams, Robert Mann

12

Nay:

0

**MOTION CARRIED**

*The Board entered non-public session at 6:08 p.m.*

Member Williams departed at 7:11 p.m.

*The Board came out of non-public session at 7:16 p.m.*

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

Holly Deurloo Babcock volunteered to serve as Process Observer.

#### **Manifests**

Members Roy and Kellner agreed to be the signers of the Manifests and Member VanCoughnett an alternate.

#### **Wellness Committee**

The district is required to have a Wellness Committee, which reviews the operations around wellness, e.g. safety visits to classrooms, what occurs during lunches. Traditionally, membership has included representation from the three district school boards. The desire is to include two representatives from the SAU 41 Governing Board.

Members Zakar and Micavich volunteered to serve in this capacity.

Chairman Whalen spoke of the Compensation Committee. She would like to understand if current members wish to continue.

#### **SAU 41 Policy Sub-Committee**

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

Brookline School Board - Karen Jew  
Hollis School Board - Carryl Roy  
COOP School Board - TBD

#### **SAU 41 Budget Sub-Committee**

*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

#### **SAU 41 Governing Board Contract Committee**

Brookline School Board - Karen Jew  
Hollis School Board - Rob Mann  
COOP School Board - TBD

**Superintendent Performance Evaluation Cmte. (SPEC)**

SAU 41 Governing Board (Vice-Chairman) Amy Kellner  
SAU 41 Governing Board (Chairman) Krista Whalen  
Brookline School Board - Kelly Zakar  
Hollis School Board - Amy Kellner  
COOP School Board - Holly Deurloo Babcock

**NOMINATIONS, RESIGNATIONS, AND CORRESPONDENCE**

Superintendent Corey informed the Board of the meeting dates for the 2022-2023 term:

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Major Purpose</u></b>
October 13, 2022	HBMS	Budget Preparation / Goals for 2022-2023
December 15, 2022	CSDA	Budget Public Hearing
February 16, 2023	HBMS	Superintendent Evaluation
May 11, 2023	CSDA	Organizational Meeting

Superintendent Corey informed the Board of notification received, approx. 7-8 days prior, of a procedural defect in the public notification of the Brookline bond. The Brookline School Board conducted a special meeting the previous evening to discuss next steps. To address the procedural defect, a special meeting will be conducted on June 9, 2022 in the gymnasium of the Captain Samuel Douglass Academy beginning at 6:30 p.m.

The purpose is to come together to address the procedural defect. It will be a traditional town meeting format. At that meeting, voters will be asked to approve the defect and move forward with the bond. Required is a 60% affirmative vote of those in attendance.

A communication will be sent to Brookline residents to ensure awareness of the special meeting. Postings have gone up, and the meeting will be advertised in the Union Leader next week.

**APPROVAL OF MEETING MINUTES**

SAU 41 Governing Board ..... [February 15, 2022](#)

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

**MOTION SECONDED BY MEMBER KELLNER**

**MOTION CARRIED**

**9-0**

*Members VanCoughnett, Micavich, and Zakar Abstained*

SAU 41 Governing Board – **Non-Public** ..... February 15, 2022

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

**MOTION SECONDED BY MEMBER KELLNER**

**MOTION CARRIED**

**9-0**

*Members VanCoughnett, Micavich, and Zakar Abstained*

**PUBLIC INPUT** - None

**DISCUSSION**

- Revenue and Expense Report for FY22

As of 5-1-22, the anticipated FY22 Unassigned Fund Balance (UFB) is \$35,503. Adding that to the beginning balance (\$171,438) results in an anticipated ending balance of \$206,941.

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 (\$0 expected use in FY23). The anticipated ending fund balance is \$206,941 or 10.6% of the overall budget. The target is 7-10%.

- Discussion regarding the use of the long or short form for the Superintendent's evaluation (decided yearly)

Vice Chairman Kellner noted the Board was provided with copies of the two evaluation forms (CBI-F1 and CBI-F2). Initially, a very lengthy form was devised. The SPEC undertook the task of creating a shortened version to be utilized in times of having history with a Superintendent. Each year, the Board is asked to vote on which form would be utilized for the coming year.

Member Roy commented on her preference for the short form, which has been utilized for the past few years.

Member Deurloo Babcock remarked she feels the short form to be incredibly comprehensive. The long form is appropriate for an instance of evaluating a Superintendent new to the SAU.

- To review the short and long form of the evaluation and determine if any sections should be revised/revisited

Member Roy noted, in the copies provided the Board, only the long form included text noting the use of Google forms. She requested the language of the short form be amended to include the process to be utilized.

Chairman Whalen suggested the policy could be brought forward at the October meeting to address the amendment.

**DELIBERATIONS**

- To see what action the Board will take regarding the Superintendent's recommendations for SAU employee compensation for FY23

**MOTION BY MEMBER ROY TO APPROVE THE SUPERINTENDENT'S RECOMMENDATIONS  
FOR CONTRACT/COMPENSATION FOR SAU STAFF MEMBERS  
MOTION SECONDED BY MEMBER VANCOUGHNETT  
MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding the approval of the SAU budget by the voters at the three annual meetings

Chairman Whalen stated the SAU Budget Warrant Article passed with a collective vote of the three districts; 772 in favor and 562 against.

**MOTION BY MEMBER ROY TO ACCEPT THE RESULTS OF THE VOTES CAST ON THE SAU 41  
FY23 BUDGET WARRANT ARTICLE, AS STATED**

**MOTION SECONDED BY MEMBER MANN**

**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 22-23 school year.

**MOTION BY MEMBER DEURLOO BABCOCK THAT THE BOARD UTILIZE CBI-F2 FOR THE  
SUPERINTENDENT EVALUATION FOR THE UPCOMING 22-23 SCHOOL YEAR**

**MOTION SECONDED BY MEMBER ROY**

**MOTION CARRIED**

**9-0**

**REPORT OUT BY PROCESS OBSERVER**

Member Deurloo Babcock stated the meeting included a very productive non-public session the length of which was predicted accurately. All of the remaining items on the agenda were discussed and addressed in a quick and well thought out order.

**ADJOURNMENT**

**MOTION BY MEMBER ROY TO ADJOURN**

**MOTION SECONDED BY MEMBER DEURLOO BABCOCK**

**MOTION CARRIED**

**9-0**

The May 12, 2022 Organizational meeting of the SAU41 Governing Board was adjourned at 7:33 p.m.

Date \_\_\_\_\_

Signed \_\_\_\_\_