

SAU 41 GOVERNING BOARD
OCTOBER 13, 2022
MEETING MINUTES

A regular meeting of the SAU 41 Governing Board was conducted on Thursday, October 13, 2022 at 6:00 p.m. at the Hollis Brookline Middle School.

Krista Whalen, Chairman, presided:

Members of the Board Present: Amy Kellner, Vice Chairman
 Karen Jew, Treasurer
 Brooke Arthur, Hollis School Board
 Holly Deurloo Babcock, Chairman, COOP School Board
 Tom Enright, COOP School Board
 Tammy Fareed, Secretary, Hollis School Board (arrived at 6:06 p.m.)
 Kenneth Haag, Chairman, Brookline School Board
 Robert Mann, Hollis School Board (arrived at 6:09 p.m.)
 Carryl Roy, Vice Chairman, Hollis School Board
 Tom Solon, Vice Chairman, COOP School Board
 Cindy VanCoughnett, COOP School Board
 Kelly Zakar, Brookline School Board

Members of the Board Absent: Alison Marsano, Brookline School Board
 Colleen Micavich, Secretary
 Kate Stoll, Secretary, COOP School Board
 Beth Janine Williams, COOP School Board

Also in Attendance: Andrew Corey, Superintendent
 Gina Bergskaug, Asst. Superintendent of Curriculum and Instruction
 Linda Sherwood, Senior Assistant Business Administrator

APPOINTMENT OF PROCESS OBSERVER / APPOINTMENTS TO SAU COMMITTEES

Chairman Whalen appointed Tom Solon to serve as Process Observer.

The following appointments were made following the 5-12-22 meeting and are noted for the record:

SAU 41 Policy Sub-Committee; COOP School Board – Cindy VanCoughnett
SAU 41 Budget Sub-Committee; COOP School Board – Krista Whalen
SAU41 Governing Board Contract Committee; Brookline School Board – Karen Jew
SAU 41 Compensation Sub-Cmte; COOP School Board – Cindy VanCoughnett
SAU 41 Wellness Committee; Brookline School Board – Kelly Zakar / Colleen Micavich

AGENDA ADJUSTMENTS

Chairman Whalen stated the desire to add a discussion item concerning the SAU 41 Compensation Sub-committee.

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

APPROVAL OF MEETING MINUTES

SAU 41 Governing Board - **Organizational Meeting** [May 12, 2022](#)

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

9-0-3

Members Haag, Solon, and Enright Abstained

SAU 41 Governing Board - **Non-Public** [May 12, 2022](#)

The following amendments were offered:

Page 1, Line 31; remove reference to Assistant Superintendent Bergskaug being in attendance

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

9-0-3

Members Haag, Solon, and Enright Abstained

PUBLIC HEARING

Unreserved Fund Balance

**MOTION BY MEMBER ROY THAT THE BOARD RECESS UNTIL THE CONCLUSION OF THE
PUBLIC HEARING**

MOTION SECONDED BY MEMBER JEW

MOTION CARRIED

9-0

The Board recessed at 6:05 p.m.

The Board reconvened at 6:31 p.m.

PUBLIC INPUT

The period for public input was opened at 6:31 p.m.

Brian Rater, 31 Mason Road, COOP Budget Committee/SAU Budget Sub-committee

Is concerned with the level of burnout among some of the staff at the SAU. There are two ways to address that; you can hire more people, which is really tough in this environment, or you can look at the things that they are doing and try to identify tasks that take up amounts of time that can be put off for a few years until the employment environment is a bit more friendly. We really do need to take a close look at all of the different services they are providing and if there is a means of scaling that back to help avoid burnout.

The period for public input was closed at 6:33 p.m.

DISCUSSION

- Presentation of the FY24 SAU Draft Budget

Because of the nature of the work, the majority of SAU expenses are related to salary and benefits. In FY23, salaries totaled \$1,339,563 (voter approved budget). In FY24 it is \$1,472,412 for a change of \$132,849 or 9.9%. Benefits go from \$594,979 to \$618,356, which is a change of \$23,377 or 3.9%. The bulk of that is related to individuals eligible to go on health insurance making that change.

Maintenance goes from \$58,290 to \$59,820 for an increase of \$1,500 or 2.6%.

Superintendent Corey cautioned when looking at the SAU budget it is the dollar amounts that should be noted as opposed to the percentages as a small dollar amount can equate to a large increase given the size of the overall budget.

Contracted benefits go from \$45,844 down to \$42,669 as a result of the Superintendent looking to utilize more vacation days. Services will increase \$4,400; from \$25,350 to \$29,750. Expendables go from \$16,500 to \$17,100, equipment software decreases from \$16,475 to \$15,450. Professional Development Conference Travel will go from \$10,175 to \$12,650.

From the voter approved (FY23) number of \$2,107,176 to the proposed number of \$2,268,207 (FY24), represents a dollar change of \$161,031 or 7.6%. Ninety five percent of that \$161,031 is contractual benefits and obligations. The SAU does not have a lot of flexibility from a budget standpoint. Typically the majority of staff have contracts that include language around 2-4% increases. The Superintendent's increase is tied to the CPI. As a result of that, used was a 3.5% increase to put us a little bit on the high side.

Member Roy questioned the professional development conference/travel line, and whether a decrease in that was seen during the COVID period. Assistant Superintendent Bergskaug noted those line items were underrun during COVID, but still existed. There are increases based on increases in travel costs. Last year that line was exceeded, and funds had to be identified from other line items. In addition, as part of the contract for the Director of Technology there are obligations to make certain conferences available. That was slowly added into the budget over time. That is one of the key components of that increase.

Provided with the agenda packet was Draft #3a of the proposed budget. The draft breaks down the individual departments within the SAU identifying costs associated with each. Attention was called to the area identified for the Governing Board noting should the Board consider any adjustments to the Board's stipends or the district stipends, this is the area where that would be addressed. The SAU is below what many districts pay for stipends for Board members. Although a small amount, some have previously used it to address childcare for attendance at meetings, etc.

Under the heading of Student Services, the out-of-district travel cost is increasing. There are 2 administrators going through a statewide program that will increase their licensing as well as the capabilities of what roles they would be able to take on in the future. They are commuting together and saving where they can.

The Director of Technology has historically been at a favorable rate for the district. With the recent retirement, and a review of the position, it became clear the rate has increased quite a bit. We are in a phased program to catch the individual up and make them competitive. The salary is not comparable to industry, however, the position is fairly compensated when comparing school districts.

Under the heading of Technology, computer replacement is planned for FY24. The line item was reduced to \$3,000 in accordance with the replacement cycle being utilized.

Superintendent Corey noted the salary line for the Facilities Director informing the Board the position is undercompensated. An example was provided of how the individual in this position and his skillset has resulted in a savings comparable to the salary; new interactive boards have been replaced across the SAU (approx. 45 installed). Historically we would have paid a company to come onsite to install the boards at a cost of approx. \$2,000/each. The Facilities Director and his assistant were able to install all of the boards during their regular workday.

Superintendent Corey commented on how the multitude of tasks that took place over this summer have had less of an impact on him and the Business Administrator given the ability of the Facilities Director to interact with many of the vendors involved.

Under the heading of Maintenance shown are increases in costs of utilities and heating oil. Planning 18 months in advance of when the costs will be incurred and given increases already being seen, the numbers are best estimates.

Under the heading of General, line items include dues and membership, office equipment, copier leases, etc.

Member Roy questioned if the contracts identified such as snow removal, are multi-year contracts, and was told, depending on the district, they are typically bid for 2-3 years. The pool of bidders is reducing. Asked if a lot of increases were seen in the bids for this year, he stated that contract is already in place, just as is the case for the transportation contract. He commented on there being an agreed upon contract with the transportation company, and how, realizing our drivers were not going to be compensated at the same rate of employees of bus barns very close to us, this summer, as a company, they did the salary increase without increasing our contract. That action allowed us to retain drivers.

Under the heading of benefits, if subtracting the \$2,700 (GMR savings) from the total expense would be \$161,027 of which \$153,051 is all salary and benefits.

The Board will vote on the proposed SAU budget in December as well as the adjusted budget. Currently, the proposed budget is approx. \$5,000 above the adjusted budget.

Regarding the public input provided around the salary adjustment, his only recommendation would be for the Board to increase the line item for the Board approved salary increases. Last year that line item was budgeted at \$16,000. Had the traditional increase of 2-3% been done, that amount would have covered it. The problem is the SAU does not have a large budget to look to and when we adjust, we likely need to look at that line as that would give the board the flexibility to potentially approve whatever salaries they want, but at the same time not have to dip into the UFB. At one point the UFB was running very high and that was because we could not hire at the SAU level. We changed that trajectory and have been very stable with the UFB at the 7-10%. The preference is to utilize the UFB for one-time expenses. In terms of what went on with inflation was the explosion to all job markets and many companies taking actions such as are being reviewed at the district level around possibilities for the hourly wage earners.

Detailed was the breakdown of the FY23 budgets for each of the districts and the percentage of that budget, which represented the apportioned share of the SAU budget. Superintendent Corey stated from everything he has read over time the percentage of the SAU budget is in line with overseeing the corporation the size of which

we are running. Some have asked about the difference between Brookline and Hollis. People have to understand the majority of bonds that the Hollis School District has passed to upgrade their buildings is a big chunk of that money. Next year is the first year that the Brookline bond will kick in, which will change that factor.

Member Solon commented salary and benefits seem to be the majority of the increases. We have heard comments made around why does the SAU budget grow and why has staffing grown over the years. Staffing to him is obvious as we had a lot of things that were simply not being done. CPI numbers do not reflect salary numbers at all. He questioned if there is a feel for what statewide people are anticipating for salary and benefit increases in this budgeting season. Superintendent Corey responded the easiest way to answer that is to talk more about what we are seeing from discussions external to SAU 41 for teacher contracts. Most are beginning with a year one 5% plus a step, which is drastically increased over when we did a contract say 3 years ago. He saw today where the social security increase could approach 9%, which is unheard of in the last 40 years. This is that balancing act because to just put a number in there for salary means that we have to raise and appropriate that number if the budget passes.

That concerns him as the Board ultimately controls raises. You do not want to over-inflate a budget but at the same time when you do look to a UFB then you are artificially decreasing the tax rate, and at some point, that has to be caught up. During his 2nd year in the SAU, \$40,000 was used to offset the SAU budget. The next year what would have probably been a 3-4% increase in the SAU budget was instead 7-8% because there was no longer that \$40,000 offset. He agrees with the comments made concerning how the UFB is utilized, but at the same time there is a balancing act of how much you want to put into a budget.

Member Fareed commented at the SAU level, we are a municipal agency and the UFB cannot be returned to the taxbase the way it can through school districts. Were we to take the recommendation to an extreme and make it an absolute blockade against ever using the UFB for this sort of thing it would put us in a situation of being able to accumulate money and not able to return it to the taxbase in any form. One of the sources of accumulation is through positions going unfilled. We cannot take the funds to backfill the positions. There is a balancing act of using the UFB to fulfill some of this as some of that funding is for the salary of positions that were unable to be filled.

Superintendent Corey remarked historically the Board has utilized the strategy mentioned of one-time bonuses. The concern was the dramatic shift in the salary market and how we will stay competitive. If you did research on what it is taking now to bring in new administrators whether at the building or SAU level, the requirement is becoming greater every day. Districts are attempting to keep pace with the salaries required. The revolving door environment will ultimately be much more costly than the appropriate compensation to gain that long-term stability.

Member Roy commented a retention bonus is nice, but what we are doing with this proposal is making a commitment that they will continue to receive that salary. Member Mann remarked he is uncertain a retention bonus actually results in long-term retention. It is a balance. Typically he does not support utilizing the UFB to address salaries as it is understood doing so will result in a greater percentage increase the following year.

Member Fareed noted other districts are paying the increased salary plus a bonus. If all we are offering is the regular salary plus a bonus, we would not be keeping up.

Asked what crises the UFB could be perceived as being utilized for in the SAU budget, Member Mann noted past use for contracted services. Member Solon spoke of a computer upgrade, capital equipment purchases, etc.

Chairman Whalen remarked the rule the Budget Sub-committee tried to follow is to utilize the UFB for one-time expenses. That was discussed and is a process she agrees with. However, we are in a situation where we are going to lose people and are probably going to have difficulty filling positions if the rates are not increased. The result will be administrators taking on additional roles, e.g., payroll has to happen.

Member Deurloo Babcock commented this year's budget is a \$2.1 million budget, but about \$1.9 million of that is in salary and benefits. She feels there is a crisis happening now, and she understands the need to utilize it for this situation. What is happening in the employment market we have not seen before, inflation, and other issues are being faced. There are lots of struggling folks out there who have to pay taxes, and she does not want our employees to be those struggling folks.

Member Solon asked for clarification what the Board would be asked to put forth is a lump sum expenditure to be used to fund mid-year salary increases. Superintendent Corey stated that to be correct. Member Solon questioned what would occur if the intended recipients of those increases move on and the Administration is faced with vacancies, e.g., would the funds then be used as the hiring salary. Superintendent Corey stated his belief that would be necessary.

Asked if the requested amount is sufficient if looking for a sum of money to allow the SAU to remain completely staffed as needed for the rest of the year, Superintendent Corey stated the steps that the Board took in May put all of the senior management in a very strong position. We are fairly compensated, the recent hires of the Facilities Director and Compliance and Communications Specialist have allowed tasks to be disbursed. Upper management is in good shape. If we do not do something for the hourly employees, they will look. Honest discussions have been had with them. Some of them will still not be getting the same money they could get if leaving, but they do like our environment.

Member Solon questioned if the structure of the proposed allocation of funds such that if it were needed to hire outside services for a position that is vacated, would be available for that. Superintendent Corey stated the funds would be available for that. If having to go through a temp. agency, which may have a fee associated with it, and if not having the needed funds in the SAU budget, he would come to the Board at the December meeting with a recommendation to use UFB for what he would call more of a contractual piece.

He commented, currently if having to choose a single position where an individual could name their salary, it is a special education administrator. The balance of that is we will be losing an administrator to go back into the classroom because they do not want the few thousand dollars extra for the extra level of stress and commitment to nights. COVID has really caused people to reflect and more and more he believes it less likely to see people chase the dollar and more likely to try to find an environment they want to be in.

Linda Sherwood, Senior Assistant Business Administrator, commented she manages 4 people in the Business Office. They run payroll, accounts payable, and accounts receivable. They make our 4 districts run. They pay our teachers. The Assistant Business Administrator left a job and has been approached by that employer no less than 4 times to name her price to come back. She is staying out of loyalty, because she likes the job and where she works, but she is not paid enough. The three accounting specialists; there is one in the hospital right now so the other two are working like maniacs just to keep us afloat. We have no down time in the Business Office. She has been in the SAU for 7 years and loves her job but has trained a dozen people and is tired. It takes a year to train someone to do payroll. There was one substitute that provided a bad bank account this week and that resulted in the need to run an entire payroll because it is manual. Whether we pay 1 person or 200 teachers, it is the same number of steps. It took hours to run a payroll to get one substitute paid.

Member Enright questioned if the Superintendent's salary is in the top ten in the State. Superintendent Corey stated his belief it is. Asked if the salary of the Business Administrator is in the top ten in the State, Member Solon stated it to be difficult to tell when the data that is put out is a year old. Superintendent Corey commented it skews every year because of retirements. He is nine years in as one of the longest serving Superintendent's in the State. The Business Administrator, at 14 years in, may be the senior business manager in the State. He believes the position to be fairly compensated. Member Enright stated concern with comments the Business Administrator may be in the top 25. Member Solon added the SAU tried to get into that general range. Superintendent Corey spoke of a district he is familiar with that was unable to locate a business administrator and were able to talk their past administrator out of retirement, but that came at a cost of \$90/hour. He spoke of the complexity of a multi-district SAU and its uniqueness especially in terms of payroll (number of bargaining agreements, etc.).

Member Haag questioned if there has been any kind of study done on our business management processes to see where there may be new systems or opportunities to lean out things. In addition to salary, culture and improvements are valid. We are sitting on a 9.9% UFB and it seems that may be something to consider as well. Superintendent Corey stated the last study was done in 2015 (hired a consultant). It is a document he and the Business Manager have gone to repeatedly and probably just finished the final recommendations in the last few budget cycles. He believes that would be a very solid use of funds and can obtain proposals to bring back to the Board in December for consideration.

- FY22 Final Report

The fiscal year ended June 30th, and an audit was performed in August. The year ended with \$77,332 in savings, largely due to the two unfilled positions.

On the revenue side of the ledger, the SAU received \$20,031 over the budgeted amount. Of that, \$16,793 was the return of surplus from Health Trust.

For FY22, the net income was \$92,898. Having a beginning Fund Balance of \$167,487, the FY22 ending UFB was \$260,385 (13.3%).

- FY23 Quarterly Report

As of October 3, 2022, the position of Assistant Director of Students Services remains unfilled. The Office Manager position was just filled. The estimated balance is \$22,234. On the revenue side, included in the numbers is the proposed use of UFB (\$52,125). At this point, to get to a zero dollar budget balance, needed from the UFB would be \$29,891. The fund balance projection for 6/30/23 would be \$230,494 or 10.7%. At this point early in the year the SAU encumbers all of the budget funds as it is not yet known the amount of oil that will be utilized, snowfall, etc.

- Insurance Update – Preliminary Guaranteed Maximum Rate (GMR)

The GMR is set at 4%. The average across the State was 8.4%. Superintendent Corey recognized the Human Resource Department commenting on the number of programs and events that promote health and wellness. Those activities are geared to change the mindset of employees for their health and wellness. These activities began about 4-5 years ago as the most significant things you can try to do is change the curve on your healthcare rates. We have seen some of those benefits for the past few years.

The dental rate will increase by 1.5%. When the original budget was drafted a 5% increase was used for the SAU health insurance.

- 4 Lund Lane Update

Superintendent Corey informed the Board plans continue for the 2nd floor bathroom. Work had to be delayed ensuring the new classrooms in Brookline and the work internally at the high school and Hollis schools is completed. The same company that will be doing the work on the bathroom was a major contractor on those projects. The facility, though adequate, continues to require maintenance and issues addressed. It is under the ownership of the Hollis School District.

Both communities are seeing a need for early childhood education. We have a mandate for 3 and 4-year-old children with educational challenges. We have observed firsthand that early intervention is remarkable and will lead to reduced costs over time as those students go through the school system. With that in mind, he requested the Board think about that SAU field and some mechanism of where we look at the potential for a preschool that could be shared by the two towns or some plot of land someplace for that endeavor. We should be looking at a place that is appropriately designed for the needs of those students.

This district has dedicated so many resources to serving students of all capabilities. We have unbelievable AP classes, and we have unbelievable self-contained programming to meet the needs of our most challenged learners. That is the next place we have to look because it would solve a potential SAU issue, would give us services for students, and easily could become a revenue producer as not a lot of districts are able to offer services. We would see people looking to come to us.

It would also solve space needs. Kindergarten and first grade are supposed to all be on the same level for immediate access to the outside. For buildings constructed in the 50s that was not required by code. As we try to expand buildings it is not that easy because of steps, lack of handicap accessibility, etc.

A serious look needs to be taken of 4 Lund Lane. In some instances there should be discussion of whether the grade level of Pre-K to Kindergarten should be the same as the COOP level; become a shared facility as those expenses are some of the largest expenses we have. If we were able to get property in the middle of the two communities, it would be an unbelievable service for our children and a great legacy for Board members and Administrators to leave of how we service those individuals.

Member Zakar stated the desire to ensure we acknowledge there is a group of students that fall in the middle who are invisible. If we spoke with those parents, they might not agree that we are doing such a stellar job in special education with those students. Although not something the SAU Board can address, she felt she could not leave all of the accolades standing in public without sharing that she is hearing a lot of concern or divergent views from parents who have children who may have less visible disabilities or special education needs. The lack of paraeducators especially in Brookline is a contributing factor to that.

Superintendent Corey remarked it is very valid, and there is room for improvement everywhere, but at the same time that is one of the pieces that would be his challenge to the Board over the next couple of years; what is the vision. We have a good product, we know we have concerns in places, we know we have room for growth in other places, but how do we move from spending so much time on the nuts and bolts to talking about what is the next vision. As we move forward, if time could be carved out to talk about what is that vision and representing with our 17 diverse personalities on the Board and the Administration, the multiple students that we need to service, identify the low-hanging fruit that we can start with to make improvements.

Member Solon commented if wanting to stabilize rather than destabilizing the COOP, it is important that if discussing any shared facility construction, that Brookline get some of it.

- National Superintendent's Conference

Superintendent Corey stated his plan to attend the conference in Texas (if approved). Focuses include managing school safety, re-engineering learning, and cultivating leaders. Our district is very fortunate that the vast majority of our leadership is younger, but how do we encourage and cultivate those great teachers to be willing to take the next step? He would like to spend time with that, and sessions provided on rethinking senior year. With such a talented base of students some having a passion for academics and some for CTE, etc., how do we rethink what we do senior year to address those students? How do we cultivate the students who have other passions? One session he would certainly attend is called the unfinished leader. It is about how the job is never done and if you think the job is done it is probably time for you to be done.

Asked if Assistant Superintendents are permitted to attend, he replied they most certainly are. He commented on their attempts to avoid having the two of them out of the district at the same time. Asked, he stated the conference to be a Wednesday through Friday in February. Member Solon commented it should not be a surprise that the Superintendent is embarking on what may be some of the later stages of his time in this SAU. The skills that are being discussed have long-term impacts. He trusts him as a mentor/educator, but also would welcome the opportunity for potential future participants in our district to get exposure to that information and that community.

- SAU 41 Compensation Sub-committee

Chairman Whalen remarked this Sub-committee was put together back in May of 2021. Although they met, they did not fulfill their intended role. Work will continue, and hopefully some feedback can be provided in December.

Superintendent Corey spoke of the recommendation made to obtain an overview of the Business Office. With the Board's permission, he can look to obtain quotes for an outside individual/agency to come in and look at compensation. This is not restricted to the SAU, it encompasses building leadership and how we maintain the leaders we have and continue to cultivate them. That resource could be used when returning to the Sub-committee. That would give us the ability to get people to look at job descriptions and compare apples to apples, which is very difficult as in some districts the Assistant Superintendent is for the business office and not for curriculum, etc. That might be an area where the UFB is looked to as a funding source. The end product would also provide more of a long-term roadmap.

Member Solon commented on the consultants and this type of analysis being perfect one-time exceptional expenses for the UFB.

DELIBERATIONS

- To see what action the Board will take regarding the Superintendent's Attendance at the National Conference in February

**MOTION BY MEMBER ROY TO APPROVE THE SUPERINTENDENT'S ATTENDANCE AT THE 2023 NATIONAL CONFERENCE. SOURCE OF FUNDING IS TITLE II GRANT FUNDS
MOTION SECONDED BY MEMBER HAAG**

ON THE QUESTION

Member Solon questioned if the motion could include the potential, subject to Superintendent agreement, to allow the Assistant Superintendent to participate as well.

Asked what the cost would be, Superintendent Corey stated it would likely be between \$1,500 and \$2,000 per person for flight, hotel, and incidentals. The dues are covered by other areas of the budget. He noted that Title II grant funding is earmarked for professional development.

MOTION WITHDRAWN

MOTION BY MEMBER ROY TO APPROVE THE SUPERINTENDENT'S AND/OR ASSISTANT SUPERINTENDENT'S ATTENDANCE AT THE 2023 NATIONAL CONFERENCE. SOURCE OF FUNDING IS TITLE II GRANT FUNDS
MOTION SECONDED BY MEMBER HAAG

ON THE QUESTION

Member Haag spoke of being in total agreement with the comments made around long-term benefits and suggested the possibility of considering other courses that may be available as well.

MOTION CARRIED

9-0

- To see what action the Board will take regarding the Administration's recommendation regarding the Unreserved Fund Balance

MOTION BY MEMBER ROY TO AUTHORIZE THE USE OF EIGHTEEN THOUSAND THREE HUNDRED EIGHTEEN DOLLARS AND EIGHTEEN CENTS (\$18,318.18) OF THE FY23 UNASSIGNED FUND BALANCE FOR THE PURPOSE OF FUNDING THE COMPENSATION OF THE SAU STAFF
MOTION SECONDED BY MEMBER FAREED

ON THE QUESTION

Member Fareed noted \$18,000 across the entire SAU is not hitting taxpayers very hard.

Asked, Superintendent Corey stated were a position to become vacant funds could be used for contracted services.

Member Haag echoed the public input provided noting he understands the current situation.

Member Solon commented the wording of the motion does not explicitly state how that compensation is deployed. There is still the opportunity, with a positive vote, to reconfigure the distribution if seen fit. Superintendent Corey stated his believe that is the case noting he would state his intent is to follow the information provided.

Member Zakar spoke of appreciating the comments provided by the Assistant Business Administrator and her advocating for those she works with. She also wished to acknowledge we are in a difficult place and as a Board member she feels her hands are tied. She feels her duty to the taxpayers of Brookline are sort of in conflict

because they vote for salaries and then when we propose a new budget it will look different than what was on the previous budget. She appreciates that. She intends to support the requested increase believing, particularly for hourly wage earners, these employees do the yeoman's work and need to be compensated.

MOTION CARRIED

9-0

- To see what action the Board will take regarding Policy **CBI-F1** – Evaluation of the Superintendent (Long Form)

Given its 1st Reading;

MOTION BY MEMBER ROY TO AMEND CBI-F1 - EVALUATION OF THE SUPERINTENDENT (LONG FORM), IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, ACCEPT THE FIRST READING, WAIVE SUBSEQUENT READINGS, AND ADOPT, AS AMENDED

MOTION SECONDED BY MEMBER MANN

ON THE QUESTION

Vice Chairman Kellner noted the changes are mainly housekeeping.

MOTION CARRIED

9-0

- To see what action the Board will take regarding Policy **CBI-F2** – Evaluation of the Superintendent (Short Form)

Given its 1st Reading;

MOTION BY MEMBER ROY TO AMEND CBI-F2 - EVALUATION OF THE SUPERINTENDENT (SHORT FORM), IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA , ACCEPT THE FIRST READING, WAIVE SUBSEQUENT READINGS, AND ADOPT, AS AMENDED

MOTION SECONDED BY MEMBER MANN

ON THE QUESTION

Vice Chairman Kellner noted the proposed changes are housekeeping matters as well as adding the online implementation section that was previously only on CBI-F1 and including the details of the scoring keys consistent with CBI-F1. The only substantive change to the policy is under the “relationship with the Staff” section where the second sentence is removed. During the meeting last February, the consensus was that Board members do not have visibility on that item and should consider deleting it from the evaluation. The Superintendent Performance Evaluation Committee (SPEC) agreed and determined that item can be addressed in the interviews that the SPEC performs with the SAU and administration as part of the evaluation process.

MOTION CARRIED

9-0

- To see what action the Board will take regarding Policy **BBBH** - Organization and Operation of SAU Governing Board

- 1st reading – 2-4-20

Given its 2nd Reading;

MOTION BY MEMBER ROY TO AMEND POLICY BBBH - ORGANIZATION AND OPERATION OF SAU GOVERNING BOARD, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA, FURTHER AMEND TO CORRECT THE DATE OF THE FIRST READING TO FEBRUARY 4, 2020, AND ACCEPT THE SECOND READING, AS AMENDED MOTION SECONDED BY MEMBER MANN

ON THE QUESTION

Vice Chairman Kellner stated the policy was revisited in February of 2020. At that point there had been a separate policy recommended by the New Hampshire School Board Association (NHSBA) titled BBBH-S, and a lot of conversation around that. The Board's recommendation was to combine the two policies under BBBH, which is what is presented at this time. The first paragraph is the addition from the policy the NHSBA had recommended.

Member Solon questioned the revised language around weighted voting. It was explained should a member of the Board request weighted voting be utilized, the district board from which that member comes would take a vote. Should that vote pass, weighted voting would come into play.

Member Solon questioned the impact of the additional language and was told the language is straight from State RSA.

MOTION CARRIED

9-0

Member Solon questioned, and was informed the calculator provided for use should weighted voting come into play is and has been accurate, and the only functional change to the policy is the addition of the language straight from the RSA.

**MOTION BY MEMBER SOLON TO WAIVE THE THIRD READING AND ADOPT POLICY BBBH - ORGANIZATION AND OPERATION OF SAU GOVERNING BOARD
MOTION SECONDED BY MEMBER FAREED**

ON THE QUESTION

Member Haag questioned if the added language is required and was told it is straight out of RSA. He questioned if the language could be changed to simply reference the State RSA.

MOTION WITHDRAWN

Member Solon requested the Policy Committee review the language and give consideration to simply referencing the requirement to abide by RSA thereby negating the requirement to update the policy language if/when there is a change in State law.

- To see what action the Board will take regarding Policy **ECAF** - Audio and Video Surveillance on School Buses
 - 1st reading – 2-4-20

Given its 2nd Reading;

**MOTION BY MEMBER ROY TO AMEND POLICY ECAF – AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES, IN ITS ENTIRETY, BY REPLACING IT WITH THE COPY PROVIDED WITH THE AGENDA AND ACCEPT THE SECOND READING, AS AMENDED
MOTION SECONDED BY MEMBER FAREED**

ON THE QUESTION

Vice Chairman Kellner stated the policy has been updated by the NHSBA. The changes the Board had suggested are highlighted on the first page, adding language around “designee”, and clarification around parental request to have a recording viewed. The changes on the second page come from the NHSBA.

Member Jew noted a typo on Item 4; Superintendent is misspelled.

Member Fareed questioned how one would contest a difference of opinion if a request were made for a recording to be viewed. Superintendent Corey stated the real example would be if the parent were to sit down with an administrator who indicated a review of the video was done and nothing was seen, etc., the parent could appeal that to the Superintendent, the information would be provided to the Superintendent who would then work with I.T. to ensure all of the children’s faces were blurred out, and would welcome the parent in to watch the video with him.

Noted was that the policy does not indicate what the process would be. Member Roy stated it would fall under the student records portion of the policy. Assistant Superintendent Bergskaug stated that is within each district. This policy is for school buses and because the SAU holds the contract for buses. Everything else falls under student records which is done by the individual districts.

Member Fareed suggested reference to the district policy be included.

Superintendent Corey remarked he understands the concern. The SAU does the bus contract, but everything reverts back to the district policy after that. From the SAU standpoint, the district policy will clarify that and provide the next guide.

Member Solon noted Item 5 states in part “In the event an audio or video recording is used as part of a student discipline proceeding, such recording may become part of a student’s educational record.” If it is stated nothing occurred, it is not being used for discipline, it does not go into the student record, and at that point the parent will not have a chance to view it. Superintendent Corey reiterated if used for discipline it becomes part of the student’s academic record.

Member Solon restated were he the parent whose child said they were harmed by another, if the video is reviewed and the outcome is a statement that nothing occurred, the parent will never have the opportunity to view the video.

The Policy Committee will seek an opinion from legal counsel.

Member Fareed stated concern with the 10-day window before video is over-written. She would like to see the retention policy differ in an instance where an accusation is made.

MOTION CARRIED

9-0

REPORT OUT BY PROCESS OBSERVER

Member Solon stated the meeting had a fast start, discussion on the budget included a great deal of good information and clarification. He wished the public were more engaged at this stage. He thanked Mr. Rater for attending. Deliberations went as anticipated.

NON-PUBLIC SESSION

**MOTION BY MEMBER ROY 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 VANCOUGHNETT**

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

Yea: Tom Enright, Brooke Arthur, Cindy VanCoughnett, Holly Deurloo Babcock, Krista Whalen, Amy Kellner, Kenneth Haag, Karen Jew, Carryl Roy, Kelly Zakar, Tom Solon, Robert Mann, Tammy Fareed

13

Nay:

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MOTION CARRIED

*The Board entered non-public session at 8:17 p.m.
The Board came out of non-public session at 9:21 p.m.*

ADJOURNMENT

**MOTION BY MEMBER ROY TO ADJOURN
MOTION SECONDED BY MEMBER FAREED
MOTION CARRIED**

9-0

The October 13, 2022 meeting of the SAU 41 Governing Board was adjourned at 9:22 p.m.

Date _____

Signed _____