

SAU41 GOVERNING BOARD
ORGANIZATIONAL MEETING
MAY 11, 2017
MEETING MINUTES

The Organizational Meeting of the SAU41 Governing Board was conducted on Thursday, May 11, 2017 at 6:00 p.m. at the Captain Samuel Douglass Academy, Brookline.

Superintendent Andrew Corey presided:

Members of the Board Present: Chris Adams, Hollis/Brookline COOP
Lauren DiGennaro, Vice Chairman, Brookline School Board
Holly Deurloo Babcock, Hollis/Brookline COOP
Tom Enright, Hollis School Board
Tammy Fareed, Vice Chairman, Hollis School Board
Kenneth Haag, Brookline School Board
Matthew Maguire, Chairman, Brookline School Board
Robert Mann, Chairman, Hollis School Board
Alison Marsano, Secretary, Brookline School Board
Laurie Miller, Hollis School Board
Erin Sarris, Brookline School Board
Michelle St. John, Secretary, Hollis School Board
Tom Solon, Hollis/Brookline COOP
Cindy VanCoughnett, Vice Chairman, Hollis/Brookline COOP
Krista Whalen, Hollis/Brookline COOP

Members of the Board Absent: Elizabeth Brown, Chairman, Hollis/Brookline COOP
Melanie Levesque, Secretary, Hollis/Brookline COOP

Also in Attendance: Andrew Corey, Superintendent
Gina Bergskaug, Assistant Superintendent
Kelly Seeley, Business Administrator
Linda Sherwood, Assistant Business Administrator

ORGANIZATION OF SAU41 GOVERNING BOARD

CHAIRMAN

Superintendent Corey called for nominations for Chairman of the SAU41 Governing Board for the 2017-2018 term.

**MEMBER WHALEN NOMINATED MEMBER SOLON
SECONDED BY MEMBER FAREED**

No other nominations were offered.

**VOTE ON ELECTION OF TOM SOLON TO THE POSITION OF CHAIRMAN OF THE SAU41 GOVERNING BOARD
FOR THE 2017-2018 TERM**

MOTION CARRIED

9-0

Superintendent Corey declared Tom Solon Chairman of the SAU41 Governing Board for the 2017-2018 term.

Superintendent Corey stepped down and Chairman Solon presided.

VICE CHAIRMAN

Chairman Solon called for nominations for Vice Chairman of the SAU41 Governing Board for the 2017-2018 term.

**MEMBER FAREED NOMINATED MEMBER MILLER
SECONDED BY MEMBER WHALEN**

No other nominations were offered.

**VOTE ON ELECTION OF LAURIE MILLER TO THE POSITION OF VICE CHAIRMAN OF THE SAU41 GOVERNING BOARD FOR THE 2017-2018 TERM
MOTION CARRIED**

Chairman Solon declared Laurie Miller Vice Chairman of the SAU41 Governing Board for the 2017-2018 term.

TREASURER

Chairman Solon called for nominations for Treasurer of the SAU41 Governing Board for the 2017-2018 term.

**MEMBER HAAG NOMINATED MEMBER DIGENNARO
SECONDED BY MEMBER MAGUIRE**

No other nominations were offered.

**VOTE ON ELECTION OF LAUREN DIGENNARO TO THE POSITION OF TREASURER OF THE SAU41 GOVERNING BOARD FOR THE 2017-2018 TERM
MOTION CARRIED**

Chairman Solon declared Lauren DiGennaro Treasurer of the SAU41 Governing Board for the 2017-2018 term.

SECRETARY

Chairman Solon called for nominations for Secretary of the SAU41 Governing Board for the 2017-2018 term.

MEMBER WHALEN NOMINATED MEMBER FAREED

Member Fareed expressed a willingness to serve; however, having held the position for consecutive terms, offered the opportunity to others who may wish to serve in this capacity.

Member Sarris agreed to serve as Secretary.

**MEMBER SARRIS NOMINATED MEMBER SARRIS
SECONDED BY MEMBER ADAMS**

No other nominations were offered.

**VOTE ON ELECTION OF ERIN SARRIS TO THE POSITION OF SECRETARY OF THE SAU41 GOVERNING BOARD FOR THE 2017-2018 TERM
MOTION CARRIED
9-0**

Chairman Solon declared Erin Sarris Secretary of the SAU41 Governing Board for the 2017-2018 term.

SAU41 Policy Committee

Chairman Solon remarked, in the recent past, most of the activity of the Policy Committee has focused on the Superintendent evaluation process and policy. There may remain some elements of that, but in large part, he believes that to be an established process at this point.

The following members were appointed by the individual school boards to serve on the SAU Governing Board Policy Committee:

Kenneth Haag, Brookline School Board
Cindy VanCoughnett, Hollis Brookline Cooperative School Board

The Hollis School Board has not yet appointed a member to the SAU Governing Board Policy Committee.

Members Fareed and Adams agreed to be the signers of the Manifests.

APPOINTMENT OF PROCESS OBSERVER

Chairman Solon appointed Tammy Fareed to serve as Process Observer.

AGENDA ADJUSTMENTS

A request was made that the non-public session and the item under Deliberation pertaining to contract/compensation for SAU staff members be moved to the end of the agenda.

Superintendent Corey requested the agenda be further amended to include action by the Board pertaining to the Business Administrator’s memo on the Flexible Spending Account. It was suggested that item could appear as the first item under Deliberations.

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

PUBLIC INPUT - None

APPROVAL OF MEETING MINUTES

SAU41 Governing Board February 22, 2017

The following amendments were offered:

Page 2, Line 41; replace “the went” with “they went”
Page 4, Line 52; replace “is” with “it”

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

9-0
Members Fareed, Adams, Enright, Haag, Mann, and Marsano Abstained

SAU41 Governing Board – **Non-Public** February 22, 2017

**MOTION BY MEMBER MILLER TO APPROVE AS WRITTEN
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED**

9-0
Members Fareed, Adams, Enright, Haag, Mann, and Marsano Abstained

DISCUSSION

- Review of Revenue and Expense Report

Kelly Seeley, Business Administrator, addressed the Expense and Revenue Report included with the [agenda](#) (as of 4-28-17). The projected end-of-year fund balance is \$10,489. Ms. Seeley noted, at the Board’s last meeting what was reported was an anticipated negative balance of \$1,300. At that time, the areas cited were costs associated with utilization of a temporary agency for recruiting for the Accounting Specialist position, actual health and benefit costs exceeding what had been anticipated, and costs associated with continued efforts to reduce the weight load in the attic of the facility through archiving of personnel files. In addition, it was unclear what would be incurred in additional expense for outgoing personnel remaining in-house to train incoming personnel. With resolution to each of those issues, the anticipated fund balance is \$10,000±.

Chairman Solon noted unlike what occurs at the individual districts, unexpended appropriations at year end carry forward.

- New SAU41 Website

Assistant Superintendent Bergskaug and Carol Tyler, Database Manager, provided a presentation (can be viewed [here](#)) on the new SAU41 website. Assistant Superintendent Bergskaug stated the current website can be difficult to navigate, there is a cost associated with maintaining it, changes were not immediate as the site was not being managed in-house, which could prove difficult in instances such as notice of cancellations, structure and content were not intuitive and were sometimes visually overwhelming. Overall functionality was not optimal, and changes were desired.

The goals for the new site included bringing it in-house, creating a sleek and modern design, allow for multiple users with page access permissions so that updates, etc. could be made as needed and were not reliant upon a single individual, have upkeep and maintenance divided by content area, decrease cost, and increase overall functionality.

Meetings began in July of 2016. The current website was researched to identify pages visited most frequently. Those content areas were added to the home page. Other websites were researched to identify desired features, formatting, and content. The build began in November of 2016. The site was shared with beta testers late April 2017, modifications were made based on feedback received from that beta test, the site will be released for a second round of beta testers as additional content is added, and the estimated launch date is July 1st.

Ms. Tyler provided the Board with a virtual tour of the website in its current stage. She reiterated areas of the current site that were most viewed are now listed on the homepage. From anywhere within the site, clicking on the SAU logo will navigate the user back to the homepage. The bottom half of the homepage shows upcoming events. Each school will have an opportunity to highlight an event at their school, which they will be in charge of updating. Clicking on the event will bring the user to another page containing additional information.

Another aspect focused on is each school district having its landing page. Subsequent pages have additional links, e.g., the school board page will include a working calendar, notices, members, etc., and will have links to policies, etc. Each school board page will have agendas and minutes easily accessible on the same page.

Another feature a good deal of time was spent designing is that of the Business Office. There is a general business office page for the SAU and another for each school district's individual information.

When asked, Assistant Superintendent Bergskaug noted the beta site has a link to the existing webpage for each of the individual schools. However, many of the Principals have stated they would look to make the format similar to that of the SAU site.

Mr. Adams questioned if others would have access to the same technology, postings, etc. Assistant Superintendent Bergskaug responded those sites are managed in-house, e.g., athletic pages are managed by the Athletic Director's Office. She stated her belief there is the need to re-evaluate what it looks like, how easily information can be accessed, etc., and for upgrades to be performed. Mr. Adams suggested a link be added for sports schedules, etc.

When asked, Ms. Tyler noted the contact information provided is general school information.

Vice Chairman Miller requested the site provide clear direction for users interested in viewing the live streaming option; linked to the home page.

Chairman Solon questioned the platform the site is built on, and was told it is Wix. It is kind of a content management software for Google sites, which allows for pages to be built within Google and Wix and have them link together. Chairman Solon asked for confirmation, and was assured the privacy policy will be posted.

Chairman Solon commented the number of clicks required should be considered. Websites are being reviewed in terms of ADA compliance and whether someone who has motor skill deficiencies can easily access public information.

Mr. Maguire questioned, and was informed content on the existing site will be moved over to the new site.

- Look Back on Superintendent Review Process

Chairman Solon stated the desire for feedback on the process. He stated it became clear to him that the process does not solicit input from the Superintendent until after the Board has provided its input. He suggested many of the questions

the Board might seek input on might be answered were the Superintendent given the opportunity to provide his/her personal viewpoint. He stated the desire to see the evaluation distributed to the Superintendent and the opportunity provided for him/her to provide insight as to what the Board should consider when going through the evaluation.

When asked for his thoughts, Superintendent Corey stated his belief it would be a nice step to put somewhere within the process. He commented the evaluation that was completed was very well done, and provided clear direction for the SAU staff including the Superintendent. He is pleased with the process. Although the resulting report was fairly lengthy, it ferreted out not only SAU or district pieces, but the overall picture as well.

Chairman Solon suggested the Superintendent be provided the information at the same time the Board is, but that the Superintendent is asked to turn in his/her responses earlier. It would allow the Superintendent to provide input into how requirements have been satisfied, etc.

Chairman Solon noted Ms. Brown requested the Board be made aware of her belief there are questions included that are not productive, e.g., questions that Board members feel they are not in a position to answer. Chairman Solon stated he is unsure if that situation would be changed by incorporating input from the Superintendent. He questioned if Vice Chairman Miller wished to consider performing a survey on the questions. Vice Chairman Miller responded she had that feeling at first, and realized that having the option of N/A as an answer is helpful. It may be that an individual does not have input for a particular question where others may. She provided the example of the Hollis School Board where 1-2 members were able to provide answers to questions others were not, and suggested dropping the questions could result in loss of input. Ms. Fareed commented when the evaluation was first put together it was met with numerous complaints concerning its length. The thought, at the time, was it is sometimes hard to get at an issue with a single large question, and at times it seemed if additional nuanced questions were asked on the same topic it could bring out answers. She suggested the question to be did that idea that we need to have multiple questions around any topic to try to prompt different perspectives work or not.

Chairman Solon suggested the individual boards discuss the issue and forward input through their representative to the Policy Committee.

Ms. Whalen commented she likes the idea of a half point rating, 3.5, 2.5, etc., and explained there were questions where she felt 3 - satisfactory was not what she wished to express, but a 4 - perfect perhaps cannot be achieved. Vice Chairman Miller responded 4 is not perfect, 4 is better than what is expected. Ms. Fareed stated her preference for the use of half points. Vice Chairman Fareed commented when determining the combined scores they were similar whether rounding up the scores of each of the districts or utilizing decimal points, the end result was relatively the same. Ms. St. John suggested the Board should agree on the meaning of each of the rating options. She added that she was not supportive of half points. Ms. Deurloo Babcock stated the desire for a different scale. Thinking of it in terms of A, B, C, or D, she would like the option for an A+ or a B- for instance. She added she believes there to be a large number of questions many of which are repetitive.

Ms. DiGennaro suggested if the ratings had lengthier descriptions it could provide a better parameter for the scale, and stated she is not opposed to half points.

Vice Chairman Miller cited the existing descriptions for the scale. Ms. DiGennaro suggested it could be what is being considered at the board level are the expectations of that particular board as opposed to the expectations of the entire Governing Board.

Mr. Adams questioned if the Board provides a mid-year evaluation. It was noted the year before the mid-year evaluation covered four sections and an email at year-end. Mr. Adams commented although the individual school board chairmen meet with the Superintendent to discuss progress, the Governing Board should be provided updates on that process.

Ms. St. John remarked evaluations are subjective. Complicating the rating scale beyond 1-4 will just add another layer of subjectiveness. Everyone interacts with the Superintendent differently, and each individual will have a different perception.

Ms. Deurloo Babcock commented the idea of having the Superintendent provide feedback on the different points would be of immense help to her. With regard to the mid-year evaluation, she stated her opinion it is helpful to provide informal feedback, and to go through the entirety of the evaluation process that has been established requires months of time.

Chairman Solon remarked there is no requirement to answer every question on the evaluation. The questions are intended to provide an opportunity for Board members to provide input regarding matters of importance to the individual. There is no requirement for each member to provide a rating and/or comment for every area. The process is designed as a collection mechanism.

Ms. DiGennaro stated her belief the comments are the most useful part of the evaluation process to provide for constructive feedback to the Administration. She stated her agreement a wider range in the point scale would be helpful. She would like to see discussion of the compiled results focus more on any noticeable gap between the ratings of one board versus another in any particular area.

Mr. Maguire stated his preference for either utilizing half points or a larger rating scale.

Chairman Solon questioned if there would be any challenge, from the standpoint of construction, of including more granularity into the survey. Vice Chairman Miller responded she cannot make it a sliding bar, but can easily add half points. Ms. Sarris stated a preference for a 5-point scale, which would provide a center point.

The consensus of the Board was to utilize a five-point rating scale.

Vice Chairman Miller requested each of the Board Chairs survey membership concerning the Superintendent's performance, and that that feedback be discussed at the next meeting of the Chairmen and Superintendent. That discussion could serve as the mid-year review. Chairman Solon stated the Board Chairs meet with the Superintendent on a fairly regular basis, and suggested each school board utilize that vehicle as a means to get feedback to the Superintendent.

DELIBERATIONS

- To see what action the Board will take regarding the Business Administrator's Memorandum relative to the Flexible Spending Account.

Ms. Seeley spoke of the SAU's ability to offer employees childcare flexible spending and medical flexible spending. However, the only option available to SAU support staff is the childcare flexible spending. The desire is to be able to offer the medical flexible spending benefit as well.

Ms. Seeley commented benefit offerings are essential to the SAU and the professional office staff given the fact that salary compensation is not nearly as competitive as what can be found in the private sector.

She spoke of the ABSOS health plan, which is a plan offered to SAU support staff as well as Administrators and is paired with the medical flexible spending plan as it is a higher deductible plan. At this time, none of the support staff take that plan, and it is believed the lack of the medical flexible spending account could be a reason why. Should member(s) of the support staff choose to move to the ABSOS plan, it would result in a savings to the SAU.

Chairman Solon noted the plan is fully funded by the employee. The only cost to the district that he is aware of would be any additional administrative time. Ms. Seeley stated there is a fee, but the district always ends up with money back from the HealthTrust based on some individuals not utilizing the full amount. In her time in the district, the SAU has not paid for flexible spending accounts.

MOTION BY MEMBER MANN TO ADD THE MEDICAL FLEXIBLE SPENDING BENEFIT TO THE SAU SUPPORT STAFF BENEFIT PACKAGE

MOTION SECONDED BY MEMBER HAAG

MOTION CARRIED

9-0

- To see what action the Board will take regarding acceptance of the votes cast on the SAU41 FY18 Budget Warrant Article.

Chairman Solon stated the SAU Budget Petition Warrant Article passed with a collective vote of the three districts of 663 in favor and 183 against.

MOTION BY MEMBER MILLER TO ACCEPT THE RESULTS OF THE VOTES CAST ON THE SAU 41 FY18 BUDGET WARRANT ARTICLE, AS STATED
MOTION SECONDED BY MEMBER VANCOUGHNETT
MOTION CARRIED
9-0

- To see what action the Board will take regarding recommended SAU41 Governing Board meeting dates for the 2017-2018 school year.

The following dates were proposed by the Administration:

<u>Date</u>	<u>Major Purpose</u>
October 12, 2017	SAU Budget Prep / Goals for 2017-2018
December 14, 2017	Public Hearing SAU Budget / Superintendent's Evaluation Discussion
February 15, 2018	Superintendent's Evaluation
May 10, 2018	Reorganization

MOTION BY MEMBER MILLER TO APPROVE THE MEETING DATES FOR THE SAU41 GOVERNING BOARD FOR THE 2017-2018 SCHOOL YEAR AS STATED
MOTION SECONDED BY MEMBER DEURLOO BABCOCK
MOTION CARRIED
9-0-0

NON-PUBLIC SESSION

MOTION BY MEMBER MILLER 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 RSA 91-A:3 II (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 ST. JOHN

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

Yeah: Erin Sarris, Alison Marsano, Holly Deurloo Babcock, Cindy VanCoughnett, Laurie Miller, Lauren DiGennaro, Kenneth Haag, Matthew Maguire, Christopher Adams, Tom Solon, Krista Whalen, Tammy Fareed, Michelle St. John, Tom Enright, Robert Mann

Nay: 15
0

MOTION CARRIED

The Board went into non-public session at 7:18 p.m.
The Board came out of non-public session at 8:30 p.m.

- To see what action the Board will take regarding recommended contract/compensation for SAU staff members.

MOTION BY MEMBER MILLER TO APPROVE THE SUPERINTENDENT'S RECOMMENDATIONS FOR SAU41 SUPPORT STAFF COMPENSATION FOR FY18
MOTION SECONDED BY MEMBER DIGENNARO
MOTION CARRIED
8.25 - .75

Member Mann voted in opposition

MOTION BY MEMBER MILLER TO APPROVE THE SUPERINTENDENT'S RECOMMENDATIONS FOR SAU41 SALARIED STAFF COMPENSATION AND BONUSES

**MOTION SECONDED BY MEMBER MANN
MOTION CARRIED
9-0**

**MOTION BY MEMBER MANN TO APPROVE THE BOARD'S PROPOSED FY18 SALARY AND BONUS FOR THE
SUPERINTENDENT
MOTION SECONDED BY MEMBER MILLER
MOTION CARRIED
9-0**

ADJOURNMENT

**MOTION BY MEMBER ADAMS TO ADJOURN
MOTION SECONDED BY MEMBER SARRIS
MOTION CARRIED
9-0**

The May 11, 2017 Organizational Meeting of the SAU41 Governing Board was adjourned at 8:38 p.m.

SAU41 Governing Board Chair _____

BA-FY17-10



Business Office Memo

To: Superintendent Corey
From: Kelly Seeley
CC:
Date: 5/4/2017
Re: SAU Support Staff Benefit Increase

Background

The six office professionals that make up the SAU Support Staff are currently not eligible for Medical Flexible Spending. Staff members have expressed an interest in being able to access this benefit.

Benefit to the SAU

1. **Retention:** The SAU is competing with private sector wages which are typically higher than we can offer for the office professional positions at the SAU. Allowing these six staff members access to this benefit costs the SAU nothing but gives us a more valuable benefit package allowing the SAU to attract and retain quality office professionals.
2. **Health Insurance:** The Medical Flexible Spending benefit partners with our high deductible/lowest cost health plan ABSOS. This combination makes the ABSOS plan a much more attractive choice. Without the Medical Flexible Spending benefit, it is unlikely that any of our support staff will ever choose that health plan. The cost to the SAU can be significantly less if employees choose the ABSOS plan. For instance, the cost difference to the SAU between the two family plans the SAU offers is almost \$5,000.

Recommendation:

I recommend that, beginning July 1st, the SAU Governing Board approve the addition of the Medical Flexible Spending benefit to the SAU Support Staff benefit package.