

SAU41 GOVERNING BOARD  
FEBRUARY 12, 2018  
MEETING MINUTES

A regular meeting of the SAU41 Governing Board was conducted on Monday, February 12, 2018 at 6:05 p.m. at the Hollis/Brookline Middle School Library.

Chairman, Tom Solon presided:

Members of the Board Present:     Laurie Miller, Vice Chairman  
  Lauren DiGennaro, Treasurer  
  Erin Sarris, Secretary  
  Holly Deurloo Babcock, Hollis/Brookline COOP  
  Elizabeth Brown, Chairman, Hollis/Brookline COOP  
  John Cross, Hollis/Brookline COOP  
  Tammy Fareed, Vice Chairman, Hollis School Board  
  Kenneth Haag, Brookline School Board  
  Melanie Levesque, Secretary, Hollis/Brookline COOP  
  Matthew Maguire, Chairman, Brookline School Board  
  Robert Mann, Chairman, Hollis School Board  
  Alison Marsano, Secretary, Brookline School Board  
  Michelle St. John, Secretary, Hollis School Board

Members of the Board Absent:     Tom Enright, Hollis School Board  
  Cindy VanCoughnett, Vice Chairman, Hollis/Brookline COOP  
  Krista Whalen, Hollis/Brookline COOP

Also in Attendance:                Andrew Corey, Superintendent  
  Linda Sherwood, Assistant Business Administrator

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APPOINTMENT OF PROCESS OBSERVER

Chairman Solon appointed Tammy Fareed to serve as Process Observer.

AGENDA ADJUSTMENTS

A request was made to amend the agenda to include deliberation of the Resolutions for participation in the Primex Property & Liability Contribution Assurance Program (CAP) and Workers' Compensation Contribution Assurance Program (CAP). It was suggested these items could appear following Approval of Minutes.

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

PUBLIC INPUT - None

APPROVAL OF MEETING MINUTES

SAU41 Governing Board ..... December 14, 2017

*The following amendment was offered:*

Page 9, Line 5; replace “employee” with “employees”

**MOTION BY MEMBER MANN TO APPROVE AS AMENDED  
MOTION SECONDED BY MEMBER MILLER  
MOTION CARRIED**

**9-0**

*Members Brown and Mann Abstained*

SAU41 Governing Board – **Public Hearing** ..... December 14, 2017

*The following amendment was offered:*

Page 2, Line 12; delete “\$” that appears before 6.8%

**MOTION BY MEMBER MANN TO APPROVE AS AMENDED  
MOTION SECONDED BY MEMBER FAREED  
MOTION CARRIED**

**9-0**

*Members Brown and Mann Abstained*

DELIBERATIONS

- To see what action the Board will take regarding the Resolution to Enter Primex Property & Liability Contribution Assurance Program (CAP)

*The following Resolution was read into the record:*

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

**MOTION BY MEMBER SARRIS TO ADOPT THE RESOLUTION AS READ  
MOTION SECONDED BY MEMBER HAAG**

ON THE QUESTION

Superintendent Corey noted the carrier the District previously contracted with went out of business, and the alternative in the State is Primex.

Primex guarantees a maximum increase of 7% for all three years of this agreement; July 1, 2019 through June 30, 2022.

Superintendent Corey stated the District has been pleased with its experience with Primex. Primex provides a significant amount of professional development in an attempt to minimize risk. The SAU participates in that professional development and has found it to be a very effective program. He recommended the District continue with Primex.

When asked if the Resolution would be done on an annual basis, Superintendent Corey stated the Resolution would cover a three-year period. He remarked the District had initially committed to a one-year agreement, and has been pleased with the arrangement. The standard agreement is a three-year agreement. Chairman Solon stated his belief the dates listed on the agreement may need to be reviewed/amended.

**MOTION CARRIED**

**9-0**

- To see what action the Board will take regarding the Resolution to Enter Primex Workers' Compensation Contribution Assurance Program (CAP)

*The following Resolution was read into the record:*

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

**MOTION BY MEMBER MANN TO ADOPT THE RESOLUTION AS READ**

**MOTION SECONDED BY MEMBER HAAG**

ON THE QUESTION

Superintendent Corey noted Primex guarantees a maximum increase of 10% for all three years of this agreement.

Mr. Cross questioned if the 10% guaranteed maximum increase is similar to that which was in the last agreement. Superintendent Corey responded the last agreement was for a single year and did not have a maximum. The actual rate will be based on claims.

**MOTION CARRIED**

**9-0**

DISCUSSION

- Update on SAU 41

Superintendent Corey commented on activities both completed and ongoing. The new SAU website is up and running. Staffing of the Business Office was reviewed, and a recommendation forwarded. Assistant Superintendent Bergskaug continues work on the K-12 Mathematics Program. Review of the Professional Growth Model is complete as is the review of the new evaluation system/software.

A Voter Guide was created for the Brookline School District. Similar guides for the COOP and Hollis School Districts are pending. The first component of the DOE's Mental Health Needs Assessment has been completed. The Budget and Capital Improvement Plan (CIP) are complete. The Administration is monitoring and reporting on the FY18 budget. The audit is complete. The Administration is consistently in classrooms. Ongoing communication and structures are in place for communication between the SAU and the building leadership teams and the building leadership teams and those that report to them. The Business Administrator and Assistant Business Administrator continue working with the building Administrative Assistants to ensure messages get out.

The charitable foundation for the COOP has been established and is awaiting final approval by the IRS. The Administration is in the process of rolling out VeriTime software, which will move all employees to hourly timecards done digitally (pilot in spring/full-time next fall). Work of the Health & Safety Committee (formerly Joint Management Loss Committee) continues. Building maintenance supervisor meetings are conducted monthly.

At the COOP, the Facilities Committee has recommended, and the Board has supported, two Warrant Articles; STEM/Fitness Center and synthetic turf field. Budgets at COOP are complete. The audit is complete. The Administration continues to monitor FY18. Teacher negotiations are complete. HESSA negotiations are complete. The two-year evaluation report for accrediting agency (NEASC) is complete. The CHOICE program at the High School is off and running. The Athletic ELO for PE credit has been delayed and will be discussed again in the spring. A review of CAV Block has been completed (spring presentation). Policy work continues. A review of administrative structure is underway. Work on Five Is continues. The COOP participated in NAMI training, which is a Statewide agency that performs mental health trainings. For the 2<sup>nd</sup> year, the District utilized its own staff to provide professional development.

A draft of the Coach's Handbook is expected to be brought to the COOP School Board in the spring. The needs of each sport are being delved into to identify which should be funded through the budget and which through the athletic trust. Food service upgrades have been made.

In Hollis, the Administration continues to work on the Energy Project (Phase II over the summer). The budget and CIP were completed. Regular reporting has occurred on the FY18 budget. The audit is completed. HESSA negotiations were completed. The District recently formed the SAU Property Long-Term Plan Study.

At the elementary schools, the SAU is in the process of moving to a standards-based report card. Teachers are moving to PowerSchool and PowerTeacher. Work continues on the mental health assessment. Policy work is ongoing.

In Brookline, teacher negotiations completed as did BESSA negotiations. The Budget and CIP were completed. The audit has completed. A lot of time has been spent on class size; in the FY19 budget, should it pass, the District will be able to meet the approved standards of the Board for class sizes. A STEP program has been established at RMMS, which is a self-contained special education program for some of our youngest learners. Policy work continues.

Superintendent Corey commented it has been a busy and rewarding year.

NON-PUBLIC SESSION

**MOTION BY MEMBER DIGENNARO 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 MILLER**

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

Yea: John Cross, Michelle St. John, Kenneth Haag, Lauren DiGennaro, Erin Sarris, Matthew Maguire, Alison Marsano, Tom Solon, Robert Mann, Elizabeth Brown, Laurie Miller, Holly Deurloo Babcock, Melanie Levesque, Tammy Fareed

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Nay:

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**MOTION CARRIED**

*The Board entered non-public session at 6:30 p.m.  
The Board came out of non-public session at 10:24 p.m.*

ADJOURNMENT

**MOTION BY MEMBER FAREED TO ADJOURN  
MOTION SECONDED BY MEMBER MANN  
MOTION CARRIED  
9-0**

The February 12, 2018 meeting of the SAU41 Governing Board was adjourned at 10:26 p.m.

SAU Governing Board Chair \_\_\_\_\_ Date: \_\_\_\_\_