

SAU 41 GOVERNING BOARD
OCTOBER 13, 2016
MEETING MINUTES

A meeting of the SAU 41 Governing Board was conducted on Thursday, October 13, 2016 at 6:00 p.m. at the Captain Samuel Douglass Academy, Brookline.

Tom Solon, Chairman, presided:

Members of the Board Present: Laurie Miller, Vice Chairman
Lauren DiGennaro, Treasurer
Tammy Fareed, Secretary
Holly Deurloo Babcock, Secretary, Hollis/Brookline COOP
Elizabeth Brown, Chairman, Hollis/Brookline COOP
Kenneth Haag, Brookline School Board
Matthew Maguire, Chairman, Brookline School Board
Robert Mann, Chairman, Hollis School Board
Eric Pauer, Hollis/Brookline COOP (arrived at 6:19 p.m.)
Erin Sarris, Secretary, Brookline School Board
Michelle St. John, Secretary, Hollis School Board
Cindy VanCoughnett, Hollis/Brookline COOP
Krista Whalen, Hollis/Brookline COOP

Members of the Board Absent: Chris Adams, Hollis/Brookline COOP
Tom Enright, Hollis School Board
Patricia Lynch, Vice Chairman, Brookline School Board

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

APPOINTMENT OF PROCESS OBSERVER

Chairman Solon appointed Ken Haag to serve as Process Observer.

AGENDA ADJUSTMENTS - None

PUBLIC INPUT - None

APPROVAL OF MEETING MINUTES

SAU 41 Governing Board May 12, 2016

MOTION BY MEMBER WHALEN TO ACCEPT AS PRESENTED

MOTION SECONDED BY MEMBER MAGUIRE

MOTION CARRIED

9-0

Member Sarris Abstained

SAU 41 Governing Board – **1st Non-Public Session** May 12, 2016

MOTION BY MEMBER WHALEN TO ACCEPT AS PRESENTED

MOTION SECONDED BY MEMBER HAAG

MOTION CARRIED

9 - 0

Member Sarris Abstained

SAU 41 Governing Board – **2nd Non-Public Session** May 12, 2016

MOTION BY MEMBER WHALEN TO ACCEPT AS PRESENTED

MOTION SECONDED BY MEMBER HAAG

MOTION CARRIED

9 - 0

Member Sarris Abstained

DISCUSSION

- Presentation of the FY18 SAU Draft Budget

Kelly Seeley, Business Administrator, presented an overview of the draft budget and highlighted unusual/non-recurring items. Linda Sherwood, Assistant Business Administrator, presented the 1st draft of the budget section-by-section. A copy was attached to the agenda, and can be viewed [here](#).

- SAU 41 – 4 Lund Lane Property – Rental Discussion

Superintendent Corey spoke of the likelihood of an increase to the rental rate of the facility. The property is owned by the Hollis School Board, which is considering the increase. The Board was provide with a copy of a Rental Analysis (attached), which outlines the rental rates for both commercial and residential properties in and around Hollis.

The property at 4 Lund Lane is currently rented at a rate of \$1.36/sq. ft. The next lowest rate identified is \$4.00/sq. ft. Some go as high as \$14.00/sq. ft.

Mr. Mann noted the rental rate at 4 Lund Lane has not changed for as many years as he can find records; possibly going back to the 1990s. He assured the Board that the Hollis School Board would not be seeking a dramatic increase in rental rates. In fact, the Hollis School Board is considering many options including the phasing in of an increase over a period of several years of smaller/incremental increases. The Hollis School Board will continue its discussion at its meeting in November. It was also noted any change in rental rates would not be effective prior to July 1, 2017.

- Goals and Objectives of SAU 41 and Administrative Teams

Superintendent Corey presented the goals and objectives for the Superintendent and Administrative Team for the 2016-2017 school year as listed in the information provided with the [agenda](#).

When asked, he explained “academic standards” were internally defined by the SAU, not simply pegged to Common Core State Standards. Chairman Solon requested members pose any such questions during their district board meetings as the Governing Board has no jurisdiction over specific academic issues.

DELIBERATIONS

- To see what action the Board will take regarding PRIMEX Resolution(s)

The following resolution was read into the record by Board Secretary, Tammy Fareed:

Resolution to Enter Primex Workers’ Compensation Contribution Assurance Program (CAP)

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 TO ENTER PRIMEX WORKERS’ COMPENSATION CONTRIBUTION ASSURANCE PROGRAM (CAP) AS READ
MOTION SECONDED BY MEMBER DIGENNARO
MOTION CARRIED**

The following Resolution was read into the record by Board Secretary, Tammy Fareed:

**Resolution to Enter Primex
Property & Liability Contribution Assurance Program (CAP)**

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 MANN TO ADOPT THE RESOLUTION TO ENTER PRIMEX PROPERTY & LIABILITY CONTRIBUTION ASSURANCE PROGRAM (CAP) AS READ

MOTION SECONDED BY MEMBER DIGENNARO

MOTION CARRIED

8.4 - 0.6

Member Pauer voted in opposition

- To see what action the Board will take regarding the Treasurer's Position for the SAU 41 Governing Board

MOTION BY MEMBER MANN TO APPOINT ROBERT ROCHFORD TO THE POSITION OF TREASURER FOR THE SAU 41 GOVERNING BOARD

MOTION SECONDED BY MEMBER WHALEN

MOTION CARRIED

9 - 0

- To see what action the Board will take regarding Policy GAA – Job Descriptions; first reading

MOTION BY MEMBER MILLER TO ACCEPT THE FIRST READING OF POLICY GAA – JOB DESCRIPTIONS

MOTION SECONDED BY MEMBER VANCOUGHNETT

MOTION CARRIED

9 - 0

- To see what action the Board will take regarding amending the Superintendent's Evaluation Policy to Allow for online submissions – CBI, CBI-R, CBI-F

MOTION BY MEMBER MILLER TO AMEND FORM CBI-F TO INCLUDE THE INSTRUCTIONS FOR ONLINE IMPLEMENTATION AS OUTLINED IN THE MATERIAL PROVIDED WITH THE AGENDA

MOTION SECONDED BY MEMBER DIGENNARO

MOTION CARRIED

9 - 0

MOTION BY MEMBER MILLER TO AMEND REGULATION CBI-R- INSTRUCTIONS FOR SUPERINTENDENT PERFORMANCE REVIEW PROCESS, IN THE SECOND SENTENCE OF THE SECOND PARAGRAPH BY ADDING “, ALONG WITH INPUT OBTAINED FROM PRINCIPALS OR BUILDING ADMINISTRATORS,” FOLLOWING “MEMBERS’ EVALUATIONS” AND IN THE 3RD SENTENCE OF THE 4TH PARAGRAPH BY REPLACING “EVALUATIONS COMPLETED BY” WITH “INPUT OBTAINED FROM” AND ADDING “EXCLUDING PRINCIPALS AND BUILDING ADMINISTRATORS” AT THE END OF THE SENTENCE

MOTION SECONDED BY MEMBER HAAG

MOTION CARRIED

9 - 0

Krista Whalen departed at 7:28 p.m.

**MOTION BY MEMBER MILLER TO ACCEPT THE FIRST READING, WAIVE THE SECOND AND THIRD READINGS, AND ADOPT REGULATION CBI-R- INSTRUCTIONS FOR SUPERINTENDENT PERFORMANCE REVIEW PROCESS, AS AMENDED
MOTION SECONDED BY MEMBER MANN
MOTION CARRIED
9 - 0**

NON-PUBLIC SESSION

**MOTION BY MEMBER MANN 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:

Yeah: Matthew Maguire, Lauren DiGennaro, Kenneth Haag, Erin Sarris, Robert Mann, Tammy Fareed, Laurie Miller, Michelle St. John, Elizabeth Brown, Tom Solon, Holly Deurloo Babcock, Eric Pauer, Krista Whalen, and Cindy VanCoughnett

Nay:
**MOTION CARRIED
9 - 0**

The Board went into non-public session at 7:44 p.m.

The Board came out of non-public session at 8:26 p.m.

AGENDA BUILDING

Policy GAA; 2nd Reading
Acceptance of Non-Public Meeting Minutes
Public Hearing SAU Budget
Superintendent's Evaluation

REPORT OUT BY PROCESS OBSERVER

Mr. Haag commented the meeting was well run and efficient; citing specifically Mr. Solon's effort to bring discussion back to the SAU Governing Board business once it strayed to a topic more suited to district board meetings.

ADJOURNMENT

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

The October 13, 2016 meeting of the SAU 41 Governing Board was adjourned at 8:34 p.m.

SAU Governing Board Chair _____ Date: _____

10/17/2016

SAU rental analysis Sep 29-2016

SAU Rental Analysis

11/30/2015
updated 9/29/16

Commercial Rental Rates 11/30/15			ANNUAL as of 11/30/15			ANNUAL update 9/29/16		
Property	Town	Sq Footage	Min \$ Per Sq Foot	Max \$ Per Sq Foot	annual cost	Min \$ Per Sq Foot	Max \$ Per Sq Foot	annual cost
SAU41	Hollis	5868	\$ 1.36	\$ 8,000	\$ 8,000	\$ 1.36	\$ 8,000	\$ 8,000
17 Clinton Dr	Hollis	3508-29146	\$ 4.00	\$ 6.00		4.00	\$ 5.25	
Stoney Ledge	Brookline	188-2261	\$ 8.00	\$ 13.82		8.00	\$ 13.82	
Milford Tech Center	Milford	1811-19985	\$ 4.50	\$ 8.50		N/A		
Pro Office Building	Milford	4269	\$ 10.00		\$ 42,690	\$ 10.00		\$ 42,690
17 Armory Rd	Milford	1500-4800	\$ 14.00			\$ 14.00		
5 Northern	Amherst	2400	\$ 12.00		\$ 28,800	N/A		
94 Route 101A	Amherst	5190	\$ 12.00		\$ 62,280	\$ 12.00		\$ 62,280
135 Route 101A	Amherst	2100	N/A			14.86		\$ 31,206
46 Route 101A	Amherst	1112-3778	N/A			\$ 13.00	\$ 14.00	
199 Route 101	Amherst	2600-8020	N/A			\$ 8.00	\$ 12.00	
Mass Ave	Boxborough MA	4500-9500	\$ 10.00			NA		
85 Swanson Road	Boxborough MA	192-51339	N/A			\$ 15.00	\$ 17.00	
Commerical Rd	Leominster MA	3400-10200	\$ 15.00			NA		
40 Spruce St	Leominster MA	2692-3800	N/A			\$ 13.00		
450 N Main	Leominster MA	1200	N/A			\$ 13.00		\$ 15,600

Source website: Loopnet.com

10/17/2016

SAU rental analysis Sep 29-2016

Average Residential Rental Rates as of 11/30/15

	Monthly	Annually
Hollis	\$ 3,530	\$ 42,360
Amherst	\$ 2,609	\$ 31,308
Nashua	\$ 2,184	\$ 26,208
Merrimack	\$ 1,749	\$ 20,988
Milford	\$ 1,098	\$ 13,176

Source: Realtor.com

www.rentometer.com 11/30/15

Hollis:

Your results are based on:
34 5-bedroom rentals
...in an **8.95** mile radius.

Median rent: **\$1688**
Average rent: **\$1843**

Average Residential Rental Rates as of 9/29/16

	Monthly	Annually
Hollis	\$ 3,425	\$ 41,100
Amherst	\$ 2,400	\$ 28,800
Nashua	\$ 1,875	\$ 22,500
Merrimack	\$ 1,600	\$ 19,200
Milford	\$ 1,700	\$ 20,400

Source: Trulia.com

www.rentometer.com 9/29/16

Hollis:

Your results are based on:
10 5-bedroom rentals
...in an **8.4** mile radius.

Median rent: **\$1973**