

## SAU #39 Board

Tuesday November 14<sup>th</sup>, 2017

## Meeting Minutes

Administrative Team: Peter Warburton – Superintendent, Adam Steel- Business Administrator, and Christine Landwehrle- Director of Curriculum and Professional Development.

Amherst School Board: Galen Tremblay-Chair, Elizabeth Kuzsma- Vice Chair, John Glover-Secretary, Paul Prescott and Terri Behm.

Souhegan Cooperative School Board: Chair- Howard Brown, Jim Manning- Vice Chair, Steve Coughlan, Amy Facey, David Chen and Pim Grondstra.

Mont Vernon School Board: Thomas Driscoll- Chair, Stephen O’Keefe, Sarah Lawrence, Kim Roberge and Jason Chavez.

Minute Taker: Danae Marotta

Public: Community Members

I. CALL TO ORDER – Chair Amy Facey

**Chair Ms. Amy Facey called the meeting to order at 8:10pm.**

I. OPEN PUBLIC HEARING – Chair Amy Facey

**Mr. Steven O’Keefe motioned to open a Public Hearing at 8:10PM. Mr. John Glover seconded the Motion. The vote was unanimous, Motion passed.**

II. SAU #39 FY19 BUDGET PRESENTATION

Business Administrator, Mr. Adam Steel gave the Board an update on the FY 19 Budget.

He discussed that the only update was in regards to the maintenance reorganization piece. He added that this is a first pass at consolidation type things short of the consolidation process.

Mr. Steel then explained RSA Chapter 194-C – School Administrative Units, Section 194-C:5 - Organization and Duties.

He then asked if the Board wanted to keep the funding in the SAU Budget and have the constituent school districts add warrant articles to that effect or try to find an alternative scenario.

Mr. Purvis asked if this is a one-time decision or occur on a periodic basis.

Mr. Steel replied, yes, one time.

Mr. Purvis asked what happens if they move positions back, if that was ever desired.

Mr. Steel replied that it would not be necessary for a vote as each constituent school district has their own budgetary process, with deliberative hearing, public hearing and separate voting.

- 32 Ms. Tremblay asked if the warrant article would have a cost associated with it.
- 33 Mr. Steel reviewed the different options.
- 34 Mr. Grondstra asked if there would be a cost associated with moving those positions.
- 35 Mr. Steel replied that tonight the Board would determine an SAU Budget that may include the  
36 money for those positons. The voters would only be authorizing the hiring of those positions. If  
37 they don't then next year's SAU budget would remove the funding.
- 38 Mr. Prescott asked if they would be saving money in the long run.
- 39 Mr. Steel noted that they anticipate savings in not using outside vendors, plumbing, HVAC,  
40 electrical etc. He added that they are not estimating that during this first year.
- 41 Mr. Chen asked if the Board could just approve the concept and he handle the details.
- 42 Mr. O'Keefe asked about the equity in regards to the Town of Mont Vernon. He then asked if  
43 there was a way to remove the Town of MV from that expense or just allow the ASD and SCCD  
44 to utilize those services currently.
- 45 Mr. Steel replied that every expense at the SAU has to be apportioned according to the formula,  
46 there is no way to alternatively apportion parts of the SAU budget. He further explained that the  
47 ASD would hire all three people, only SCCD would contract with them and MV could remain  
48 neutral.
- 49 Mr. O'Keefe noted that the \$7,000 in savings could go a long way for them.
- 50 Mr. Steel discussed that this is a test case for consolidation and that there are other areas for  
51 potential savings with OT and PT, etc.
- 52 Ms. Roberge remarked that she is disappointed that it is in here without further discussion about  
53 how it would work. She added that from a taxpayer standpoint it is just a cost. She added that if  
54 she had known earlier they could have looked at other options.
- 55 Mr. Steel reminded the Board that he had spoken to them about facilities strategy back in May.
- 56 Mr. Purvis asked if there is another bundle or services that the SAU could offer that would make  
57 sense for all three districts.
- 58 Mr. Steel replied, potentially, and that they will look at other areas. He added that this is a test  
59 case to see if it makes sense.
- 60 Mr. Prescott commented on the two options Mr. Steel presented.
- 61 Discussion ensued over the different options and entities.
- 62 Ms. Facey remarked that she could see where all three districts could benefit.
- 63 Mr. Prescott suggested they take a look at the practical impact of an employee with this pilot  
64 program. He then asked about the impact and the SAU.

- 65 Mr. Steel added that they could have different types of contracts with the employees.
- 66 Mr. Grondstra asked if there was enough work within the districts for a three-person crew on a  
67 continuing basis.
- 68 Mr. Steel replied, yes, he feels confident that there is enough work.
- 69 Mr. Chen asked about the retirement benefits/ medical benefits and if it will pose an issue.
- 70 Mr. Steel replied that they will have to deal with that change at that time.
- 71 Ms. Behm commented that if the ASD is being used in the example then they should guarantee a  
72 certain amount of time/revenue. She added that she would like a commitment amount to go by or  
73 else their budget is getting confusing.
- 74 Ms. Facey remarked that it MV is a different situation.
- 75 Ms. Roberge added that it would be a nice thing for them but for them to have a large increase is  
76 tough.
- 77 Mr. Glover commented on the three employee's skill set.
- 78 Mr. Steel then gave his recommendation for the SAU Board.
- 79 Mr. Glover noted that he would like to see that mapped out.
- 80 Mr. Steel added that they would then reduce the SAU budget and then the ASD and SCSD would
- 81 The Board thanked Mr. Steel.
- 82 III. CLOSE PUBLIC HEARING
- 83 **Ms. Galen Tremblay motioned to close the Public Hearing. Mr. Steven O'Keefe seconded**  
84 **the Motion. The vote was unanimous. Motion passed.**
- 85 Ms. Facey asked the Board for an informal poll.
- 86 Mr. Purvis commented that he is trying to understand what the projected/anticipated savings are.  
87 He asked what could occur that they do not achieve savings.
- 88 Mr. Steel noted that they are anticipating that it is a cost neutral proposal that would generate  
89 savings in the long run.
- 90 Ms. Behm added that they are also looking for a higher caliber facilities employees.
- 91 Mr. Brown commented that electricians and plumbers can be expensive and asked about their  
92 caliber.
- 93 Mr. Steel replied that he is confident that he can hire employees with the right expertise for their  
94 needs.
- 95 Mr. Glover remarked that they wouldn't have their own liability insurance.

96 The Board thanked Mr. Steel.

97 **Ms. Amy Facey made a motion to adopt the SAU #39 budget for the fiscal year 2019 in the**  
98 **amount of \$2,258,517. Mr. Steve Coughlan seconded the Motion. The vote was unanimous.**  
99 **Motion passed.**

100 CONTINUE REGULAR MEETING

101 IV. ANNOUNCEMENTS

102 A. Individual Board Reports

103 1. Souhegan Cooperative School Board

104 Chair Mr. Howard Brown discussed that there is a lot of work with the FY 19 budget season.

105 The Board thanked Mr. Brown.

106 2. Amherst School Board

107 Chair Ms. Galen Tremblay added that they are also reviewing their FY 19 budget and continuing  
108 with their negotiations with the AEA.

109 The Board thanked Ms. Tremblay.

110 3. Mont Vernon School Board

111 Chair Mr. Thomas Driscoll commented that they are also working on their FY 19 budget, with a  
112 13% increase in Special Education costs. He added that they are also in negotiations with the  
113 MVEA.

114 Mr. Brown asked about the increase.

115 Mr. Glover asked about the contracting services.

116 Mr. Driscoll added that the majority is in the area of special education.

117 The Board thanked Mr. Driscoll.

118 4. Strategic Planning 2.0

119 Mr. Jim Manning gave the Board an update since the last meeting.

120 Mr. Manning noted that he met with 22 staff/leadership members from all the schools with the  
121 same surveys he had given the SAU Board.

122 He added that they all were aligned with the direction of where they were going. He added that  
123 what was top was personalized rigorous learning. He added that within that was one district was  
124 number two. He the reviewed the other answers.

125 He also reviewed the top answers for competitive influence.

126 Mr. Manning also included the answers for personalized learning and voice and choice.

127 He noted that they gave a lot of great input and appreciated all the work that the Board and  
 128 Administration is doing. He added that it could also be done at the school level. He added that  
 129 once that is done they can get it over to the Superintendent's office and begin work.

130 He then noted that it was a two-hour session.

131 He then asked the Board if they had any questions.

132 Superintendent Warburton added that the group had great feedback.

133 Mr. Manning noted that they are in a good place and added if anyone had any questions to email  
 134 him directly.

135 The Board thanked Mr. Manning.

#### 136 5. Later Start Times

137 Ms. Behm noted that she and Ms. Sarah Lawrence along with Ms. Mary Lou Mullens and Ms.  
 138 Jeanne Ludt had been gathering information about later start times. She added that with an  
 139 informal poll, most have been in favor for a later start time but are wondering how it would work  
 140 logistically.

141 She added that most are positive about it and it would not be an overnight thing.

142 Mr. Steel added that a student had approached him about a later start time and that it seems like it  
 143 is a topic that is swirling around.

144 Mr. Purvis asked about the research about the advantages of later start times.

145 Ms. Behm noted that there is a lot to pull from and makes everyone happier with greater success.  
 146 She added that they will be presenting that as well.

147 Mr. Purvis added that the grade point average does go up.

148 The Board thanked Ms. Behm.

#### 149 6. SAU #39

150 Ms. Facey thanked Ms. Christine Landwehrle, Director of Curriculum and Professional  
 151 Development for the recent in-service day that was excellent and got glowing reviews.

152 Mr. Chen noted that the Bean Foundation has a grant for teachers for the ASD and SCCD. He  
 153 added that he would provide the link for anyone interested.

154 Superintendent Warburton noted that Ms. Landwehrle would be speaking about the recent  
 155 professional development in-service day.

156 Ms. Landwehrle discussed that the PD day went well with the great key note speakers about  
 157 competency based education. She added that she can send the Board a link to the materials on  
 158 One Note.

159 Superintendent Warburton then played a video clip of recent SHS graduate Mr. Bobby Graham.

160 The Board thanked Superintendent Warburton and Ms. Landwehrle.

161 V. PUBLIC COMMENT

162 No Public Comment

163 VI. CONSENT AGENDA

164 A. Minutes

165 1. October 26, 2017

166 B. Treasurer's Report

167 1. October 2017

168 **Mr. Paul Prescott motioned to accept the Consent Agenda items A. Minutes 1. October 26,**  
 169 **2017 and B. Treasurer's Report 1. October 2017. Mr. Jason Chavez seconded the Motion.**  
 170 **The vote was unanimous, Motion passed.**

171 VII. ACTION ITEMS

172 A. FY19 SAU #39 Budget Adoption

173 *See above II. SAU #39 FY19 BUDGET PRESENTATION*

174 B. Policy – 2nd Reading

175 ☐ CA – Administration Responsibilities

176 Ms. Galen Tremblay noted that the Policy Committee went through it again and that the changes  
 177 were highlighted.

178 Mr. Glover commented that there are four instances of the use of word “effective”.

179 Mr. Chen asked on the fiscal management responsibility of the Superintendent. He added that he  
 180 did not want to limit it to efficiency.

181 He added that it should be in the job description and if not how do you evaluate it.

182 Ms. Roberge added that it is a part of the administrative responsibility and asked if there was  
 183 discussion over putting it in the policy.

184 Mr. Coughlan noted that they looked at the duties and it is not explicitly included.

185 Mr. Chen noted that he ran into Mr. Barrett Christina, esq. and had asked him about it.

186 Ms. Behm noted that it is the purview of the Superintendent and the Business Administrator.

187 Mr. Steel discussed that the superintendent is ultimately responsibility for the financial well-  
 188 being of each school district. They can delegate that responsibility to the Business Administrator  
 189 but they do not abdicate the responsibility.

190 The budget as defined by the voters is the financial document MS-26.

191 Mr. Prescott noted that there is a lot that the superintendent is responsible for in many areas. He  
192 then cautioned that there can be a level of minutia that can happen.

193 Mr. Coughlan asked what is needed in order to get a Superintendent's Certification.

194 Superintendent Warburton replied, course work or equivalence.

195 Ms. Roberge added that she has not seen where it says "fiscal oversight" or "fiscal  
196 responsibility".

197 **Mr. Steve Coughlan motioned to move policy CA – Administration Responsibilities at the**  
198 **SAU level and move to the individual boards. Mr. Jim Manning seconded the Motion. The**  
199 **vote was unanimous, Motion passed.**

200 VIII. NON-PUBLIC SESSION RSA 91-A:3 II (a), (b), (c)

201 B. Personnel

202 **Mr. Paul Prescott motioned to enter into Non-Public Session RSA 91-A:3 II (a), (b), (c) at**  
203 **9:20PM. Mr. Jim Manning seconded the Motion.**

204 Chair Ms. Amy Facey called a roll call: Brown-Yes, Manning-Yes, Coughlan-Yes, Chen-  
205 Yes, Purvis- Yes, Grondstra-Yes, Facey-Yes, Tremblay-Yes, Kuzsma-Yes, Prescott-Yes,  
206 Glover-Yes, Behm-Yes, Driscoll-Yes, Chavez-Yes, Roberge-Yes, Lawrence-Yes, and  
207 O'Keefe-Yes.

208 Entered non-public session at 9:22 pm.

209 Minute Taker: Beth Kuzsma

210 Other persons present during non-public session:

211 Carrie James, HR Director

212 Discussion:

213 Personnel Matter

214 **Mr. David Chen motioned to exit Non-Public Session RSA 91-A:3 II (a), (b), (c). Mr. Pim**  
215 **Grondstra seconded the Motion.**

216 Chair Ms. Amy Facey called a roll call: Brown-Yes, Manning-Yes, Coughlan-Yes, Chen-  
217 Yes, Purvis- Yes, Grondstra-Yes, Facey-Yes, Tremblay-Yes, Kuzsma-Yes, Prescott-Yes,  
218 Glover-Yes, Behm-Yes, Driscoll-Yes, Chavez-Yes, Roberge-Yes, Lawrence-Yes, and  
219 O'Keefe-Yes.

220 At 10:50 pm the Board resumed public session.

221 **Mr. David Chen Motioned to hire Adam Steel as the Superintendent with a 2 year contract**  
222 **at \$132,500 per year. Ms. Kim Roberge seconded the Motion. Motion passed unanimously.**

223 **Mr. Steve Coughlan Motioned to allow Amy Facey to negotiate with Adam Steel and Peter**  
224 **Warburton about the terms for the transition. Ms. Sarah Lawrence seconded the motion.**  
225 **Motion passed unanimously.**

226 IX. FUTURE AGENDA ITEMS

227 X. REVIEW OF MEETING/ADJOURN

228 **At 10:55 pm, Ms. Amy Facey Motioned to adjourn the meeting. Mr. Steve Coughlan**  
229 **seconded the Motion. Motion passed unanimously.**