

## SAU #39 Board

Monday, June 6<sup>th</sup>, 2022

Meeting Minutes- Approved 08 25 2022

## Attendees:

Administrative Team: Adam Steel- Superintendent, Steven Chamberlin- Assistant Superintendent of Secondary Education, Christine Landwehrle- Assistant Superintendent of Elementary Education, Amy Facey- SAU #39 Business Administrator

Amherst School Board: Chair- Tom Gauthier, Vice Chair- Victoria Parisi, Secretary- Jason White, Terri Behm, and Josh Conklin.

Mont Vernon Village School Board: Chair- Sarah Lawrence, Secretary- Kristen Clark, Jessica Hinckley, and George Torres.

Souhegan Cooperative School Board: Chair- Stephanie Grund, Vice Chair- Christie Peters, Secretary- Anna Goulet-Zimmerman, John Glover, Steven O'Keefe and Dan Veilleux.

Board Minutes: Danae A. Marotta

Public: Marilyn Gibson, 166 Mack Hill Road, Amherst NH.

## I. Call to Order

**Chair of the SAU #39 Board, Mr. Steven O'Keefe, called the meeting to order at 7:32PM.**

## II. Public Comment I of II

Ms. Marilyn Gibson, 166 Mack Hill Road, commented that there has been a lot of data analysis there is no improvement in math. She questioned when how it will improve and when. She has asked for material for SHS material and has read some of the resources and she is dissatisfied. The material that she has read from the elementary school was thick and detailed not thin.

Ms. Gibson continued stating that she wants paper communication and that is the group of people that she is concerned about.

The Board thanked Ms. Gibson for her comments.

## III. Consent Agenda

Mr. O'Keefe went through the consent agenda items. 1, 2, 3, 4,

Mr. Glover commented that with the draft minutes this is the meeting where the board decided to offer an important resolution process as a means to resolve any matter. The question of the scope of that mediation at this point, that offer was made so your motion was carried out, or your will was carried out. The problem is that I think this board needs to hear about the scope and be briefed on it and needs to make another decision as to whether or not the scope of the mediation seeks to resolve all outstanding matters or a limited subset of the outstanding matters.

34 Mr. O’Keefe noted that was a completely new thing and nothing changed with the minutes.

35 Mr. Glover replied correct.

36 Mr. O’Keefe went to item #6. 05 16 2022 Draft Minutes.

37 Ms. Goulet- Zimmerman she believes that they are weighted wrong, and it is not how the statute  
38 says it is going to be. She is not trying to revisit the issue but before they do it again, they need to  
39 have a discussion about that because I do not believe they are applying it properly. She added  
40 that there were relatively minor corrections to the minutes.

41 From “ Ms. Goulet- Zimmerman remarked that she would like to see the survey broken down by  
42 staff.”

43  
44 Changed to:

45  
46 “Ms. Goulet- Zimmerman remarked that she would like to see the staff survey responses broken  
47 down by school.”

48  
49 From: “Ms. Goulet- Zimmerman commented that there are a lot of things that make sense. She  
50 asked if the busses are full”.

51  
52 Changed to:

53  
54 “ Ms. Goulet- Zimmerman commented that there are a lot of things that could make sense. Like,  
55 could we have free periods or electives at the end of the day so less core classes were missed.  
56 She asked if the busses are full.”

57

58 Mr. O’Keefe asked about item #7. Enrollment Report.

59 Ms. Grund inquired about the 4 students.

60 Mr. Chamberlin replied that he will get back to her.

#### 61 IV. Transition Plan

62 Mr. Chamberlin mentioned that a first draft was presented at a previous meeting and the board  
63 requested more work done on two areas, this current position to and transferring to an interim  
64 position and then a little bit more on Mr. Steel and the SAU staff in the district would have to  
65 continue on collaboration.

66 Mr. Chamberlin continued adding that Mr. Steel has a passion for life safety and protecting  
67 students. The transition plan will be purposeful and there is lots of work there. He is continuing  
68 to work with Ms. Facey. Also, they are heading into negotiations and the interim superintendent  
69 will be integral in some negotiation planning. He will be meeting with Mr. Steel every week and  
70 it is his priority to make sure he is supporting this district and the staff as much as

Ms. Goulet- Zimmerman inquired about the Mr. Chamberlin moving to the Interim Curriculum position due to the move from Assistant Superintendent to Interim Superintendent.

Mr. Chamberlin responded that this was currently budgeted as three positions and moving to the interim superintendent position has opened this position. They will discuss more in non-public session. There will be two main goals for this position, and he appreciates Assistant Superintendent, Ms. Christine Landwehrle's work as very collaborative. The position will continue to support curriculum and revision.

Ms. Goulet- Zimmerman asked if it was full time.

Mr. Chamberlin replied, no. We will discuss the scope in non-public session.

Ms. Grund commented that SHS will have 3 domain leaders and a Dean of Faculty. She wants to be clear about what that will entail, they already have a lot of costs in that area.

Mr. Chamberlin responded that there is enough room for the Assistant Superintendent to support the curriculum work. They have done great foundation work and the oversight is the SAU part which is making sure it is board ready. This position has plenty to do.

Ms. Grund asked about budget planning and preparation, when budgets are being prepared who will be making those decisions.

Mr. Chamberlin responded that it will be his budget that will be presented. For the next FY 24, he feels confident presenting the budget to the boards.

Mr. Glover inquired about the Assistant Superintendent position.

Mr. Chamberlin commented that there are other things that impact compensation other than financial.

Mr. Veilleux motioned to approve items 1. SAU Treasurer Report, 2. Budget Transfer Request – 001, 3. Budget Transfer Request – 002, 4. SAU Draft Minutes – 04/06/22, 5. SAU Draft Minutes – 05/12/22, 6. SAU Draft Minutes – 05/16/22, as amended, 7. Enrollment Report, 8. Facilities Report and 9. Transition Plan Update.

Mr. Glover asked if #4 could be voted on separately.

**Mr. Veilleux amended his motion to approve items 1. SAU Treasurer Report, 2. Budget Transfer Request – 001, 3. Budget Transfer Request – 002, 5. SAU Draft Minutes – 05/12/22, 6. SAU Draft Minutes – 05/16/22, as amended, 7. Enrollment Report, 8. Facilities Report and 9. Transition Plan Update. Ms. Goulet- Zimmerman seconded the motion. There was no discussion. The vote was unanimous, motion passed.**

**Mr. Veilleux motioned to approve item #4. SAU Draft Minutes – 04/06/22. Mr. Gauthier seconded the motion. Mr. Glover abstained. Motion passed.**

V. Board Goals

105 Mr. O'Keefe added that they are having individual board retreats. They are going to come up  
106 with the board goals after they meet individually.

107 Ms. Lawrence noted that Mont Vernon addressed their board goals in their meetings.

108 Mr. O'Keefe added that they will wait for Amherst and Souhegan.

109 VI. Meeting Schedule

110 Mr. O'Keefe commented that Mr. Chamberlin was in support for more consistency among the  
111 meetings.

112 Ms. Goulet- Zimmerman responded that she is in favor of that idea.

113 VII. Audit Recommendation

114 SAU #39 Business Administrator, Ms. Amy Facey, mentioned that you have a memo in your  
115 packet regarding a recommendation on a financial audit firm. The contract for financial audit  
116 services for SAU #39, Amherst School District, Mont Vernon School District, and  
117 Souhegan Cooperative School District expires on June 30, 2021. This memo describes audit  
118 policy and provides the Request for Proposal (RFP) process followed, pricing from the firms  
119 who submitted proposals, FY23 Budget audit line comparisons, and a history of the firms who  
120 have provided services over the past four RFP cycles. In addition, a recommendation on the firm  
121 to hire is also offered.

122 On May 10, 2022, the attached RFP for annual financial auditing services for SAU #39, and the  
123 Amherst, Mont Vernon, and Souhegan Cooperative School Districts were submitted. These  
124 requests were emailed directly to the following three firms that have provided auditing services  
125 in the past-Melanson PC, Vachon Clukay & Co PC, and Plodzik & Sanderson PA. In addition,  
126 the RFP was posted on the SAU 39 website. The RFP called for proposals to be submitted by  
127 May 25, 2022, at 4:00 PM. All three of the above firms submitted a proposal on time.

128 Ms. Facey noted the audit history.

129 Ms. Facey continued, we have been with the current firm of Plodzik and Sanderson for that last 6  
130 years, and typically it is recommended to rotate auditors periodically. While Plodzik &  
131 Sanderson is able to provide a different team of auditors than the team who previously conducted  
132 the audits, the rotation of the firm strengthens the independence of the auditors in relation to their  
133 clients, ensuring impartial financial audits. Even though the pricing is not the lowest proposed  
134 and moderately above the FY23 budget audit lines in the four districts, it is the recommendation  
135 to accept the proposal for financial auditing services from Vachon Clukay & Co PC

136 **Ms. Parisi motioned to approve the firm of Vachon Clukay & Co PC to conduct the FY22-FY24**  
137 **audits for SAU #39, the Amherst, Mont Vernon, and Souhegan Cooperative School districts Mr.**  
138 **Glover to second the motion. The vote was unanimous, motion passed.**

139 VIII. Budget Process

140 Ms. Facey noted that there is a meeting set up for next week that goes over the process. She has  
141 prepared a memo and it is ready to go out.

142 Mr. O'Keefe asked for the update on the Business Administrator search.

143 IX. Business Administrator Search

144 Mr. Chamberlin there are three candidates, and he and Ms. Facey will meet tomorrow for  
145 discussion. Their hope is to begin the process with the applicants. They are hopeful to have a  
146 new business administrator.

147 Mr. O'Keefe asked for additional questions.

148 There were no additional questions.

149 X. Superintendent Search Committee

150 Mr. Conklin noted that they met last week. They discussed that there is a thin superintendent  
151 market with other districts looking as well. It was agreed that using a firm would be the best  
152 move forward. Ms. Amina Fazlic, SAU #39 HR Director, has identified three groups to consider.  
153 We do have two proposals. The board would have input in the process to help guide the firm.  
154 The estimated cost is over \$10k and they do have money set aside in the budget.

155 He added that he will be happy to answer questions.

156 Ms. Grund noted that she knows of applicants in the area that want to apply.

157 Mr. Conklin replied that there is risk either way.

158 Ms. Goulet- Zimmerman added that they did get two proposals and they are waiting on a third  
159 tonight. She saw that one of them is limited in scope than what she was envisioning. It does not  
160 include interviewing and there may be some add ins, and that is her concern. We are in a unique  
161 position that we have an interim position in place. It was not something that she mentioned at the  
162 last meeting.

163 Mr. Torres asked for the scope, this market is very tight right now and we should use every  
164 available resource. We need to spend a little bit upfront and leave every available option open.

165 Mr. Conklin replied that if they don't empower this committee to act then essentially we will  
166 automatically be waiting till August.

167 Mr. Veilleux commented that it can be an option to do their own search for a period of time.

168 Ms. Parisi asked about the timing of the posting.

169 Superintendent Steel added that posting for the position on or around October 1<sup>st</sup> is ideal.

170 Mr. Chamberlin agreed with Superintendent Steel.

171 Ms. Clark commented that her understanding is that they are soliciting applicants, and they are  
 172 looking for the applicants that fit the characteristics they are looking for. she would not delay  
 173 bringing in a recruiter.

174 Ms. Grund noted that the search committee needs to be faculty, parents, school board members.

175 Mr. Conklin added that it was discussed at the meeting, and they have a little bit of time. They  
 176 can call another meeting making it happen.

177 Ms. Lawrence inquired if they know what the lead time is for these firms.

178 Mr. Conklin added that is a good question for the meeting next week.

179 Mr. Glover asked if in the meantime will they post the opening.

180 Ms. Clark added that they also want to know who is siphoning those applications.

181 Mr. O'Keefe noted that is something that they need to figure out and the timeframe.

182 Ms. Goulet- Zimmerman noted that last time they did it without a search firm. She inquired who  
 183 do you want on the broader search committee.

184 Mr. O'Keefe replied that the subcommittee will design what the process is. If they need to call a  
 185 meeting, they can get one into the calendar.

186 Mr. O'Keefe asked for questions,

187 Ms. Grund asked about budget process. She inquired if there is anything in the SAU budget  
 188 process that they want to change.

189 Mr. O'Keefe replied no.

190 XI. Public Comment

191 **Mr. Conklin motioned to allow public comment time. Ms. Grund seconded the motion. The**  
 192 **vote was unanimous, motion passed.**

193 No Public Comment

194 XII. Meeting Adjourned

195 **Ms. Grund motioned to adjourn the meeting at 8:20PM. Mr. Torres seconded the motion.**  
 196 **the vote was unanimous, motion passed.**