

SCHOOL ADMINISTRATIVE UNIT #13
SCHOOL BOARD MEETING
TUESDAY, MAY 21, 2013 - 6:00 PM
MADISON ELEMENTARY SCHOOL LIBRARY
APPROVED MINUTES

Board members attending: Chair Ray O'Brien, Jim Curran, Todd Desmarais, Michael Douglass, Sloane Jarell, Marie Labrie, Charlie Pugh, Brett Taylor, Jack Waldron

Others attending: Student Services Director Raina Shearer Chick, Finance Manager Michael O'Neill

CALL TO ORDER: Chair Ray O'Brien called the meeting to order at 6:04 PM. All present pledged allegiance to the flag.

APPROVAL OF AGENDA: Motion by Jim Curran to approve the agenda, seconded by Sloane Jarell. The motion passed 9-0.

APPROVAL OF MINUTES: 4-23-13 SAU #13 Board Meeting: Motion by Jim Curran to approve the minutes, seconded by Charlie Pugh. The motion passed 8-0-1 with Marie Labrie abstaining. The 4-23-13 minutes were approved and accepted.

PUBLIC INPUT: None.

CHAIRPERSON'S REPORT:

A. Calendar

1. Next Meeting: 8-20-13 @ 6:00 PM, Freedom Elementary School
2. Future Meeting Dates: Listed in the April minutes.

B. Other Matters: Update on the Cooperative District Committee meetings: Ray O'Brien said he has e-mailed board chairs and he will get a survey out to people as to when to meet, hopefully to be sometime in June.

FINANCE MANAGER'S REPORT:

A. 2012-2013 Budget Expenditure & Revenue Reports: Mike O'Neill said regarding the SAU Expenditure Report, there are not a lot of changes from last time. He said he encumbered the audits and other items as needed and made adjustments to the consultant and training line. This leaves a balance of \$7,645.33 on that line. He said we have additional monies on health insurance as we knew we would, and there is some money left in consultation services with an overall balance of \$25,835.67. On revenue reports, every district has paid their allocations.

B. FY 12 Audits: Status Report: Mike said we have the numbers and are waiting for the formal report which should be any day now.

- C. Projected Fund Equity: Mike said we are starting with a fund balance projection of \$25,835.67 minus expenses such as Consulting Services, Staff Development, Postage and Supplies, with a total projected budget balance of \$6,085.67, with indirect costs of \$19,602. This leaves a projected remaining balance of \$25,687.67, which combined with the June 30, 2012 trial balance of \$63,870.93 leaves a total projected fund balance of \$89,558.60. Mike said this year we took \$20,000 and returned it against the budget, thus reducing everybody's allocation, leaving us with \$69,558.60, which is a pretty good place to be. There was a discussion about returning money to the towns, and Jim Curran said we've been talking about levelling that out in Madison so there aren't significant swings in the tax rate. Ray O'Brien said if we put \$50,000 in the bank, this leaves us about \$19,000. Mike said there could be up to \$22,000 available. There was a discussion about using the funds for Kuno tablets or software and apps. Mike said the local server and storage device needs to be housed and the SAU could purchase \$12,500 worth of hardware.

Motion by Todd Desmarais to encumber up to \$22,000 out of that fund to be used on hardware and software on the Curriculum Loft 1:1 initiative, seconded by Charlie Pugh. The motion passed 9-0.

SPECIAL EDUCATION DIRECTOR'S REPORT

- A. Other Matters: Special Education Director Raina Chick reported to the board that the federal IDEA grants that came into the state were down 5.5% across the state; however for SAU 13 it's up 1.5% across the SAU. Raina said usually there are some carryover funds as well, and we now keep those. Mike O'Neill added that we are working to minimize those carryover funds. Raina said we wish to start expending money by July 8 so would like to get the grant written and submitted by the end of June. Charlie Pugh asked if there would there be room in that grant for the specialized hardware that Raina had indicated we would need for special education. Raina affirmed that we could use some of the money for that, and she said we will also use some of it for the 21C money we were using for summer enrichment. She said IDEA money is mainly used for expenditures we can plan for in a general way.
- B. SAU #13 Professional Development Master Plan: Raina said we were notified around January that we needed to rewrite the existing plan and submit it prior to the end of June. She said typically we would have all the administrators involved but this came at a bad time; to facilitate matters we basically kept a lot of the work that had been done in 2008. She said the state has been working toward making it possible for professionals and para-professionals to get educational credit for activities that are embedded in the workplace but above and beyond the usual. She said we tried to clarify the language and put a suggested number of hours for any type of activity. She said activities are approved by the supervisor (either the principal or the special education director, or if there is money involved, the superintendent has to approve as well). Raina said we would like to reinvigorate the SAU-level professional development committee and would like to get that in place in 2013. She said we are looking at some professional development in-house involving all three districts. Ray asked how this coordinates with the local committees, and Raina said we are de-emphasizing the building professional development

committees. She said the members of this committee are responsible for explaining things in this plan, the orientation of new staff, and bringing concerns to the SAU level. Charlie Pugh asked if there is software available for this, and Raina said we tried to use software once but it got us too involved into human resources. She said finding appropriate software would be the next step, and Ray O'Brien agreed that it would be a good step.

Motion by Sloane Jarell to approve the SAU 13 Professional Development Master Plan for 2013-2014, seconded by Jim Curran. The motion passed 9-0.

Raina added that we will be looking for one or two board members to join us as part of the professional development committee.

SCHOOL BOARD BUSINESS: There was a discussion of unallocated funds and indirect costs. Mike O'Neill explained that any grant allows indirect costs as reimbursement for administering the grant. He said this is not a revenue source for the budget, it is indirect costs. Ray O'Brien said he had been asked if there is a way to audit the default budget. Mike said there is an RSA on this and he would be happy to give instruction on a default budget. Ray suggested having an open hearing for this.

PUBLIC INPUT: None.

NON-PUBLIC SESSION: Motion by Jim Curran, seconded by Todd Desmarais, to enter non-public session pursuant to RSA 91-A: 3, II (a), (b) & (c). At 6:35 PM on a roll call vote, the board entered non-public session:

Jim Curran – Aye
Todd Desmarais – Aye
Michael Douglass – Aye
Sloane Jarell – Aye
Marie Labrie - Aye
Ray O'Brien – Aye
Charlie Pugh – Aye
Brett Taylor – Aye
Jack Waldron – Aye

The Ayes have it.

A. Personnel Matters:

1. Superintendent's Recommendation for Business Administrator and Compensation:

Motion by Todd Desmarais to accept a proposal for the business administrator per Doc. #5 contingent on no payment to MRI. Seconded by Jim Curran. The motion passed 9-0.

Motion by Jack Waldron to express gratitude to Mike O'Neill for his hard work and all he does. Seconded by Brett Taylor. The motion passed 9-0.

2. Superintendent's Recommendation for Office Receptionist/Assistant Services and Compensation: reallocation of responsibilities throughout the office.

Motion by Jim Curran to adopt Doc. #6 for the receptionist position. Seconded by Todd Desmarais. The motion passed 9-0.

3. Superintendent's Nomination of SAU Office Staff for Approval:

Motion by Jim Curran to approve the superintendent's nomination of SAU office staff. Seconded by Marie Labrie. The motion passed 9-0.

Motion by Jack Waldron to thank all the SAU office staff for their good work. Seconded by Sloane Jarrell. The motion passed 9-0.

Supplemental Minutes SAU 13 Joint Board Meeting Non-Public Session

Motion by Jim Curran, seconded by Todd Desmarais to **come out of** non-public session: Roll Call vote: Todd Desmarais aye, Jim Curran aye, Sloane Jarrell aye, Charlie Pugh aye, Marie Labrie aye, Mike Douglas aye, Brett Taylor aye, Jack Waldron aye, Ray O'Brien aye.

Actions as a result of Non-Public Session: Regarding items 1, 2, and 3 on the agenda we voted unanimously to accept the recommendations of the Superintendent regarding the Business Administrator, Receptionist/Assistant, and Nominations of the Office Staff and compensation for all of the above.

Motion by Jim Curran, seconded by Todd Desmarais to **enter** non-public session to discuss items 4 and 5 on the agenda relating to the Superintendent's evaluation and compensation: Roll Call vote: Todd Desmarais aye, Jim Curran aye, Sloane Jarrell aye, Charlie Pugh aye, Marie Labrie aye, Mike Douglas aye, Brett Taylor aye, Jack Waldron aye, Ray O'Brien aye.

Motion by Jim Curran, seconded by Todd Desmarais to seal the minutes of this part of non-public session regarding items 4 and 5 on the agenda: Roll Call vote: Todd Desmarais aye, Jim Curran aye, Sloane Jarrell aye, Charlie Pugh aye, Marie Labrie aye, Mike Douglas aye, Brett Taylor aye, Jack Waldron aye, Ray O'Brien aye.

Motion by Jim Curran, seconded by Todd Desmarais to **come out of** non-public session: Roll Call vote: Todd Desmarais aye, Jim Curran aye, Sloane Jarrell aye, Charlie Pugh aye, Marie Labrie aye, Mike Douglas aye, Brett Taylor aye, Jack Waldron aye, Ray O'Brien aye.

Action as a result of non-public session: On a motion by Todd, seconded by Charlie we voted unanimously to authorize the board chairs of the three districts and the SAU board Chair to discuss future arrangements with the superintendent and bring recommendations to the August meeting for discussion and a vote.

ADJOURNMENT

SAU #13 Joint Board Meeting May 21, 2013

Draft Minutes

Respectfully submitted,

Patricia Ambrose

Recording Secretary, Public and Non-Public Minutes

Supplemental Non-Public Minutes by
Ray O'Brien, SAU 13 Joint Board Chair