

SAU #13 JOINT BOARD MEETING
APPROVED MINUTES
AUGUST 21, 2012, 6:00 PM
K.A. BRETT SCHOOL

Board members attending: Chairperson Ray O'Brien, Bruce Brooks, Todd Desmarais, Wendy Grzesik, Carolyn Hemingway, Marie Labrie, Charlie Pugh, Brett Taylor, Jack Waldron

Others attending: Superintendent Lou Goscinski, Student Services Director Raina Shearer Chick, Mike O'Neil, MRI

CALL TO ORDER: PUBLIC SESSION BEGINS: Chairperson Ray O'Brien called the meeting to order at 6:05 PM. All present pledged allegiance to the flag.

APPROVAL OF AGENDA: Motion by Wendy Grzesik to approve the agenda, seconded by Todd Desmarais. The motion passed unanimously.

APPROVAL OF MINUTES: 7/26/12 SAU #13 Joint Board Meeting: Motion by Jack Waldron to approve the July minutes, seconded by Carolyn Hemingway. The motion passed unanimously. The July minutes were approved and accepted.

PUBLIC INPUT: None

GENERAL ITEMS:

A. Other Matters: None

CHAIRPERSON'S REPORT:

1. Set Next SAU #13 Board Meeting: September 18, 2012, in Freedom.
2. Review draft Calendar for Future Meetings: After discussion the board agreed to meet the first Wednesday after the first Monday of each month, allowing for changes to be made as needed by Superintendent Goscinski.

A. Other Matters: None

SPECIAL EDUCATION ADMINISTRATOR'S REPORT: No report

A. Other Matters: None

FINANCE MANAGER'S REPORT

A. 2011-2012 Budget Expenditure and Revenue Reports: The board requested that finance reports be sent to them in Excel format.

- B. FY 12 Fund Equity Estimate: Mike O'Neil noted that this has changed only a minimal amount since the last meeting. He said the projected accounts payable fund balance at the end of June has not changed.
- C. FY 11-12 Audit Status Report: Mike said that the auditors will work from their office on Monday and will be here on Tuesday. He said he would anticipate three days on site and he didn't foresee that many adjustments would be needed. Superintendent Goscinski said he was feeling confident that we are going to be close to the benchmarks.
- D. MS 24 & 25 Forms: Mike said he can come in on Sunday and start working on these. He said once the auditors are gone next week, this will be his main focus. He said the MS 25s need to be done first because they impact the MS 24s. Lou said he has met with selectmen from Freedom and Tamworth and has assured them that the school tax rate will be set on time. He said he will also meet with Madison selectmen.
- E. 2012-2013 Budget Expenditure and Revenue Reports: Mike handed out the reports to the board, including Budget Transfer Forms which need board approval. Mike explained situations where money was moved out of one line into another.
- F. 2013-2014 SAU Budget: Discussed out of sequence so that Mike O'Neil could leave. Mike said the Consumer Price Index is at 1.4%. He asked if we want a budget with a 1.4 or 1.5 increase. He said he was looking basically at wages. The board agreed on a budget with a 1.5% increase. Charlie Pugh noted that you need to watch out that you don't undercut financial services.
- G. Other Matters: None

SUPERINTENDENT'S REPORT

- A. Board Training Recommendation: Superintendent Lou Goscinski handed out a proposal by Mike Lancor for joint board training for all school board members. He said he met with the administrative team and they talked about including the principals and Lou in that training. Lou said he would recommend doing it in one meeting. Charlie Pugh said it was important for everyone to be there. After discussion the board agreed to have the training in Tamworth in September, posted as a work session with the public invited. The date of September 18 was proposed for a 2- to 3-hour meeting with a start time of 6:00 PM. Carolyn Hemingway noted that someone needs to make sure that the school principals don't have anything scheduled for that date.
- B. Transportation: Lou said the Tamworth transportation contract is up at the end of this year and there will be a need to be ready for budgeting for transportation. Lou said he has had discussions with First Student and they would like to talk to the person who deals with costing out transportation. Lou said he was thinking of getting preliminary information and putting something up for bid. He said he was just looking for feedback.

Lou said we talked about keeping a couple of buses for districts to use for field trips. He said if the board is okay with that he would explore it and have information to bring forward at later date. Lou asked Bruce Brooks to get involved because of his transportation background and knowledge.

- C. Curriculum Work: Update: Lou handed out to the board a summary of the curriculum work done over the summer by the principals, Raina, and Mike Lancor, as well as himself.
- D. New Hampshire Commissioner of Education Visit: Update: Lou said the New Hampshire Commissioner of Education will come and meet with all our staff at Calumet on August 29th. He said all board members are invited and the press will be invited. He said this will help to kick off our year regarding curriculum and common core standards. Carolyn Hemingway complimented Lou on getting the Commissioner to attend. Lou said he also would hope to get Madison TV to come and Granite State News as well. He said we will create a “Superintendent’s Corner” on the SAU website in the next couple of weeks with links giving highlights of what’s going on.
- E. Policy change: Increasing Fund Equity Reserve from 20K: Lou said it took a while but he finally did locate the policy today. He handed out to the board SAU policy DFAA, Use of Surplus Funds, which he said hasn’t been updated since 2006. Lou said he would recommend increasing the working surplus amount to \$50,000 from \$20,000. Lou said this can be changed tonight. Charlie Pugh asked if it would be effective for the year that’s just been closed, and Mike O’Neil said it would be. Lou said it’s not such a big number if you look at apportionment for each district. Mike O’Neil said the only mechanism we have for returning funds is a reduction in the overall budget.

Motion by Charlie Pugh as follows: it shall be the policy of the SAU #13 joint board to maintain a working surplus not to exceed \$50,000. Any monies exceeding \$50,000 shall be returned to the districts. The amount returned to each district shall be based on the district’s apportionment for the year of the surplus. This is intended as a 1st reading. Seconded by Todd Desmarais. Bruce Brooks cautioned the board that it might be wise to say “up to” \$50,000. After discussion the motion was amended to replace “not to exceed” with “up to.” The 2nd reading will take place in October. Bruce commented that if we return something it will be looked at as a good sign that problems are being corrected and that we are trying to do something.

- F. Electronic Time Cards: Update: Tabled for this meeting.
- G. Set Policy Work Group Meeting: Meeting set for 1:00 PM on September 12 in Freedom for administrators to meet with a school board member representative from each board to discuss policy. It was noted that if there is not a quorum it can be a work session. It

was decided that this meeting would be the second Wednesday of each month at 1:00 PM. Locations will vary

- H. File Storage: Update: Lou Goscinski said a lot of work has been done in the back room in getting rid of shelves and throwing out and shredding of useless items. He said Linda will do some painting and files will be organized. He said then we will look at how much we need to scan. Raina Chick said she and Susan, and Mike Wade looked at the special education archives and the next stage is with Sandy. She said the company that may do the scanning has not been able to give us any costs yet. Mike O'Neil said it's a good system but no one in the area is using it for special education. He said once you purchase the product you can use it for all your electronic file storage and then you can archive everything. He said it's easy to use and interactive. The issue of security was raised and Raina said data is very secure, all encrypted and password-protected, and you give each case manager limited access.
- I. More Effective Schools Survey: Lou Goscinski said Tamworth is already on board with this and there would be cost sharing if the other districts get involved, saving a few hundred dollars. He said this would give you data that you can use toward long-term planning. He said he would like to move forward on this and vote on it at the district level.
- J. Other Matters: None

SCHOOL BOARD BUSINESS

Old Business

- A. Student Exchange among SAU #13 School Districts: Lou said this is on as a placeholder.

At this point, at 8:00 PM Jack Waldron moved to skip the rest of the agenda for now and go directly to non-public session, returning to this if there is time, Carolyn Hemingway seconded the motion. The motion passed unanimously. On a roll call vote, the board entered non-public session pursuant to RSA 91-A: 3 II (a), (b), (c) and RS 91-A 3 I (e).

Ray O'Brien – Aye
Bruce Brooks – Aye
Todd Desmarais – Aye
Wendy Grzesik - Aye
Carolyn Hemingway - Aye
Marie Labrie - Aye
Charlie Pugh – Aye
Brett Taylor – Aye
Jack Waldron – Aye

The Ayes have it.

NON-PUBLIC SESSION: RSA 91-A: 3 II (a), (b), (c) and RS 91-A 3 I (e)

- A. Legal Matter: Superintendent Goscinski updated the board of a pending legal matter.
- B. Personnel Matters: The board had a discussion relative to the compensation of an SAU employee.
- C. Other Matters: None.

Bruce Brooks moved the board return to public session, Brett Taylor seconded the motion.

Ray O'Brien – Aye
Bruce Brooks – Aye
Todd Desmarais – Aye
Wendy Grzesik - Aye
Carolyn Hemingway - Aye
Marie Labrie - Aye
Charlie Pugh – Aye
Brett Taylor – Aye
Jack Waldron – Aye

The Ayes have it.

The board returned to public session at 9:07 PM.

ACTION AS A RESULT OF NON-PUBLIC SESSION:

None.

SCHOOL BOARD BUSINESS:

New Business:

A. 2013-2014 SAU Budget:

Parameters for developing the SAU #13 2012-2014 budget discussed. 1.5% was a target shared.

B. Meeting of SAU #13, Freedom, Madison, & Tamworth School Board Chairpersons:

The board discussed issues of mutual concern across the SAU.

C. Other Matters: None.

SAU #13 BOARD COMMITTEE REPORTS: None.

PUBLIC INPUT: None.

ADJOURNMENT:

SAU #13 Joint Board Meeting
August 21, 2012
Approved Minutes

Todd Desmarais moved to adjourn the meeting. Wendy Grzesik seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:17 PM.

SAU #13 Joint Board Meeting

August 21, 2012

Minutes Approved: October 16, 2012

Respectfully submitted,

Patricia H. Ambrose

Patricia Ambrose

Recording Secretary